



NOTICE OF MEETING

Meeting:	Overview and Scrutiny Committee
Date and Time:	Tuesday 8 November 2022 7.00 pm
Place:	Council Chamber
Enquiries to:	Committee Services Committeeservices@hart.gov.uk
Members:	Dorn (Chairman), Smith (Vice-Chairman), Axam, Butcher, Butler, Coburn, Davies, Engström, Farmer, Wildsmith and Woods

Chief Executive

CIVIC OFFICES, HARLINGTON WAY
FLEET, HAMPSHIRE GU51 4AE

AGENDA

This Agenda and associated appendices are provided in electronic form only and are published on the Hart District Council website.

Please download all papers through the Modern.Gov app before the meeting.

- At the start of the meeting, the Lead Officer will confirm the Fire Evacuation Procedure.**
- The Chairman will announce that this meeting will be recorded and that anyone remaining at the meeting had provided their consent to any such recording.**

1 MINUTES OF PREVIOUS MEETING

5 - 8

The minutes of the meeting of 13th September 2022 are attached to be confirmed and signed as a correct record.

2 APOLOGIES FOR ABSENCE

To receive any apologies for absence from Members*.

***Note:** Members are asked to email Committee Services in advance of the meeting as soon as they become aware they will be absent.

3 DECLARATIONS OF INTEREST

To declare disclosable, pecuniary and any other interests*.

***Note:** Members are asked to email Committee Services in advance of the meeting as soon as they become aware they may have an interest to declare.

4 CHAIRMAN'S ANNOUNCEMENTS

5 PUBLIC PARTICIPATION (ITEMS PERTAINING TO THE AGENDA)

Anyone wishing to make a statement to the Committee should contact Committee Services at least two clear working days prior to the meeting. Further information can be found [online](#).

6 RATIFICATION OF MEMBERSHIP OF DIRECTORATE SCRUTINY PANELS (PREVIOUSLY KNOWN AS SERVICE PANELS)

With the move to 3 Directorates at Hart, the Environment portfolio has been redistributed as summarised below :-

- Parking, Countryside, CCTV to Communities Directorate
- Infrastructure to Place Directorate
- Property to Corporate Directorate

As we have discussed previously, we should review the allocation of membership of the "Directorate Scrutiny Panels" for the rest of the municipal year. Whilst this is a matter for political groups, there is a desire to make the process as efficient as possible in terms of Committee time. Hence the following membership is suggested, but members are very welcome to suggest alternatives.

The allocation is largely unchanged as most on "environment" have existing roles on other panels, but LibDem team may wish to discuss if this suggestion helps balance workloads and gaining experience of Council processes.

Board	Previous 4 Panels	New 3 x "Directorate Scrutiny Panels"
Community	Butcher, Butler,	Butcher, Butler, Woods

	Wildsmith	
Corporate Services	Axam, Farmer, Smith	Axam, Farmer, Smith
Place	Coburn, Davies, Engström, Butler	Coburn, Engström, Butler
Environment	Axam, Farmer, Woods	

Please provide any comments or suggested updates to Committee Services (cc Chairman) so that a finalised version can be circulated prior to the next O&S Meeting (8th Nov) and at ratified at that meeting.

RECOMMENDATION

That the Committee agrees the membership of the Directorate Scrutiny Panels as updated and circulated prior to the meeting

- | | | |
|-----------|---|-----------|
| 7 | PLACE DIRECTORATE SCRUTINY PANEL FEEDBACK | 9 - 38 |
| | Feedback from Members of the Place Directorate Scrutiny Panel for Q1 and Q2. | |
| 8 | MEDIUM TERM FINANCIAL STRATEGY | 39 - 78 |
| | To consider the emerging Budget for 2023/24 and the draft Medium Term Financial Strategy and review the Quarterly Budget. | |
| 9 | COMPLAINTS ANALYSIS Q2 JULY-SEPT 2022 | 79 - 85 |
| | To update Members on the number and outcome of customer complaints for Quarter 2, July–September 2022. | |
| 10 | MULTI-AGENCY FLOOD FORUM (MAFF) | 86 - 94 |
| | To note the minutes from the October meeting and to consider the reinvigoration of the Parish Flood Forums. | |
| 11 | FLEET POND GREEN CORRIDOR AND HARTLAND PARK MITIGATION WORKS | 95 - 99 |
| | To update Committee on expenditure and work completed to date on delivery of the Fleet Pond Green Corridor and Fleet Pond Mitigation Works for the Hartland Park Development. | |
| 12 | CABINET WORK PROGRAMME | 100 - 104 |
| | To consider the Cabinet Work Programme. | |
| | Updated Cabinet Work Programme | 105 - 108 |

13 OVERVIEW AND SCRUTINY WORK PROGRAMME

109 -
113

To consider and amend the Overview and Scrutiny Work Programme.

Date of Publication: Monday, 31 October 2022

OVERVIEW AND SCRUTINY COMMITTEE

Date and Time: Tuesday 27 September 2022 at 7.00 pm

Place: Council Chamber

Present:

Axam, Butcher, Coburn, Davies, Engström, Farmer, Smith (Vice-Chair, in the Chair), Wildsmith, Forster and Kinnell

In attendance:

Officers: Elson, Head of Environment and Technical Services
Lord, Committee and Members Services Officer
Brittain, Section 151 Officer
Summersell, Sustainability Officer

32 MINUTES OF PREVIOUS MEETING

The minutes of 9th August 2022 were confirmed and signed as a correct record.

33 APOLOGIES FOR ABSENCE

Apologies had been received from Councillors Dorn and Butler, Councillors Forster and Kinnell attended as Substitutes.

34 DECLARATIONS OF INTEREST

No declarations were made.

35 CHAIRMAN'S ANNOUNCEMENTS

No announcements were made.

36 PUBLIC PARTICIPATION (ITEMS PERTAINING TO THE AGENDA)

None.

37 CLIMATE CHANGE CARBON PATHWAY REPORT

The report was introduced as a document that laid out a pathway for the Council to achieve the Carbon emission targets agreed by Full Council in April 2021. The meeting was told that the report highlighted where most emissions came from and the actions that the council needed to take to reduce these.

Discussion took place around the definitions used within the report for Carbon Neutral and Net Zero carbon emissions. It was felt that these should be made clearer.

Discussion took place around the reports baseline carbon footprint. It was queried as to whether calculation of the Council's carbon footprint included scope 3 emissions. Concern was expressed that unless these emissions were included then the Council would not be able to achieve it's agreed targets. The meeting was told that the report did recommend that the operating footprint was extended to include scope 3 emissions.

The meeting felt that the report would be more meaningful if it contained more costings and cost benefits.

DECISION

It was unanimously decided that the report should be sent to Cabinet, but that before endorsing the report Cabinet should consider the comments made by the Committee.

38 CORPORATE RISK REGISTER (HALF YEAR REVIEW)

The meeting was presented with the Corporate Risk Register and asked for it's opinion on the new format.

The meeting agreed that it liked the new format, stating that it was easy to read and understand. A request was made for there to be some more details with-in the categories and that where information was obtained from different reports then sign posts to those reports should be included.

DECISION

The reporting of the Corporate Risk Register to Cabinet should be delayed until the November meeting, allowing these changes to be made.

39 BUTTERWOOD HOMES UPDATE

The report was introduced and it was explained to the meeting that “Butterwood Homes” is the new name for the management company formally named “Hart Housing Property Management Company”.

The meeting was informed that the scrutiny panel had met, reviewed the companies reports and were happy with how the company was performing. It was highlighted that the properties are being let out with very little void time between lets and that there was in the pipeline a Butterwood Homes website, which would be for developers rather than the public.

The meeting was informed about the changes to the Terms of Reference for the Scrutiny Committee.

DECISION

The Committee voted to approve the alterations to the terms of reference.

40 SERVICE PANEL REVIEWS

Councillor Forster declared an interest as a Hampshire County Councillor Cabinet Member; Street Cleaning and Traffic management both being agency delivered services. He also declared an interest as a company director of an Electric Charging company.

Corporate Services

Councillors Axam and Smith attended.

It was reported that although resources are stretched, all targets are being achieved and so there were no concerns.

Discussion took place around the KPIs relating to the missed collection of bins. A suggestion was made that the council should collect the data on missed bins itself, rather than rely on the information given by Serco. The meeting was told that this suggestion had been made and that the council did not have the resources to do this. The meeting requested that the query was raised at both the next Senior Leadership and Cabinet meeting.

Environmental and Technical Services

Councillors Axam and Farmer attended.

It was confirmed that it had been the final Environmental and Technical Services meeting, as the service was being split up and the functions reallocated into Community and Place.

The meeting expressed concern that the KPIs for these functions, which were awaiting sign off, would not be allocated to the new correct directorate.

41 CABINET WORK PROGRAMME

The meeting confirmed that the Corporate Risk Register should be delayed until November.

A request was made that a draft copy of the "Swan Inn Report" was presented to the Odiham ward before the report is reviewed by Cabinet.

42 OVERVIEW AND SCRUTINY WORK PROGRAMME

The meeting requested the Corporate Risk Register came back to O&S before the required 6 months.

The meeting also asked to see any progress that was made on the Climate Pathway report.

A query was raised as to when the Food and Health and Safety report was seen by O&S. It was agreed that this information would be circulated after the meeting.

The meeting closed at 8.57 pm



Place Directorate Overview & Scrutiny Panel meeting – Q1 and Q2 2022/23 Tuesday 1 November 2022

Contents	Page
1 Introduction	2
2 Service Overview	2
3 Service Priorities (taken from Service Plan)	6
4 Place Directorate Risk Register	14
5 Performance indicators and targets	17
6 Quarter One and Two 2022/23: Key Challenges and Achievements	24
7 Looking forward to Quarter Three 2022/23: Key Deliverables	26
Annex: Notes on Performance Indicators and Targets	27

Version 1	Draft circulated to Panel members	28 October 2022
Version 2	Updated notes / KPIs	31 October 2022

1 Introduction

The Quarter One (1 April to 30 June 2022) review of the Place Directorate was due to be held on 14 September 2022. This meeting was postponed, and then cancelled due to the passing of HRH the Queen, and the national period of mourning. The papers were circulated to the Panel members.

On 1 August 2022 the restructure of the Senior Leadership Team commenced, with the move from 4 Service Areas to 3 separate Directorates. This restructure was completed on 30 September 2022.

The Quarter One Environment and Technical Service Panel was held on 5 September 2022.

This document picks up the Quarter One (1 April to 30 June 2022) and Quarter Two (1 July to 30 September 2022) review, and now incorporated those elements of the former Environment & Technical Services which have transferred to the Place Directorate.

2 Service Overview

The Place Directorate covers a range of services focussed on delivering excellent services to our resident, businesses and other stakeholders. Implementation of policies plans and budgets to deliver effective and efficient place making services within legislative requirements and in compliance with the Council's policies, financial regulations and standing orders.

In summary, the Place Directorate is now responsible for the efficient and effective delivery of the following services:

- Development Management & Building Control;
- Planning Policy & Economic Development;
- Infrastructure Delivery & Emergency Planning;
- Environmental Health & Licensing; and
- Data, Business Support & Facilities Management.

In detail, what this means is:

1. Development Management (including Heritage, Conservation & Planning Enforcement)
2. Planning protected trees (TPOs (Tree Preservation Order), CATs etc)
3. Section 106 Developer Contributions (administration, monitoring and spend on top of negotiating s106s on applications as before)
4. Building Control (shared service with Rushmoor)
5. Street Naming & Numbering
6. Administration of Council-owned SANG (Suitable Alternative Natural Greenspace)

7. Planning Policy / Strategic Planning
8. Economic Development, Employment & Skills
9. Emergency Planning and Preparedness
10. Flood risk management and land drainage (incl Fleet Pond reservoir management and water asset management)
11. Maintenance of Hart's drainage assets and delivery of Environment Agency funded flood alleviation schemes

12. Environmental Health (including Food Safety and Environmental Protection)
13. Animal Welfare Licensing, the Dog Warden Service and Pest Control
14. Fly tipping enforcement / prosecutions
15. Health & Safety
16. Licensing service

17. Business Support and Data
18. Land Charges
19. Facilities
20. Corporate Health & Safety
21. Corporate apprentices

22. Infrastructure delivery including:
23. Traffic management / Highways Agency (until 31 March 2023) and
24. Client management of Bus shelter contract
25. Street nameplates - replacement of damaged signs and advising developers of name plate locations
26. Special event traffic orders (Town & Police Clauses Act)
27. Tables & Chairs licences

The Place Directorate helps communities to be stronger and more resilient. We take an integrated place-based approach, working together as 'One Council' to develop the economy, ensure we protect and enhance the environment and meet our carbon-neutral commitments by 2035 and 2040.

We plan for the future in terms of homes, employment space and associated infrastructure and ensure that development is high quality, meeting the socio-economic needs of our communities now and in the future.

The Place Directorate supports Hart's communities to live healthy and active lives through the promotion of sustainable and active travel, encouraging healthy communities and promoting urban design which leads to active lifestyles.

The Planning Service leads the statutory function of Local Planning Authority (LPA) for Hart district, dealing with around 1,764 (Jan 2021 – Dec 2021) planning matters per year that are reported to DLUHC (Department for Levelling Up, Housing and Communities). The service handles many more which are not reported.

The Service Plan does not reflect all the 'business as usual' tasks. Instead, the Place Directorate will be circulating a newsletter annually to highlight performance and key achievements. We have the responsibility for effective and creative place-shaping through the Local Plan and other planning documents. We help to support communities undertaking their own neighbourhood plans or conservation appraisals. We carry the statutory responsibility for determining planning applications and, using an evidence-led approach, ensuring the right balance between social, community, economic and environmental objectives. We also utilise our discretionary planning enforcement powers where it is expedient in the public interest to take enforcement action.

By delivering sustainable growth and developing vibrant and diverse economies this provides opportunities for communities to access affordable homes that is supported by essential infrastructure; whilst protecting and enhancing the natural and built environment.

Every day, we deliver critical services such as Environmental Health. We work hard to support economic growth, and employment opportunities for our residents. Meanwhile, we continue to strengthen the partnerships behind shared services and contributing to new strategic policies. Since March 2020 we have been operating amidst the Covid-19 pandemic. This is both in the emergency phase and the recovery phase; with the implications for the services we provide, and how we provide them dependant on which phase or wave of the pandemic we are in. Over the last year we have had to react to both the Delta and the Omicron variant. In setting the 2022/2023 Service Plan it is understood that targets and priorities may change considering how the pandemic evolves.

In addition, this Service Plan is subject to change and amendment during the year as a result of:

- Implementation of the Tier 1 and Tier 2 Council savings;
- Implications of the Senior Leadership Team restructure; and
- Consideration and implementation of Tier 3 Council savings.

Matt Saunders
Business Support
Facilities & Data

Steph Baker
Development
Management &
Building Control

Neil Hince
Environmental
Health
& Licensing

Daniel Hawes
Planning Policy &
Economic
Development

Phil Sheppard
Infrastructure

3 Service Priorities (taken from Service Plan)

	Service Priority	Expected Outcomes	Completion date	Update Q1 & Q2
1	Key Performance Indicators and milestones shown in Appendix 1 are all met and monitored monthly	High quality service, value for money for residents	Quarterly reporting of data to Service Panels	Please see Section 5 below
2	Covid-19 Response & Recovery	Office safe and prepared for social distancing Safe working practices Business Newsletter	On going	<p>The Council Office has been adapted to make sure it is safe and prepared for the pandemic. The layout has been amended to reflect the current level of Covid-19 risk, and additional desk provision made to help facilitate slightly greater office presence</p> <p>Food Recovery Plan an ongoing priority for Food Safety team (see KPIs (Key Performance Indicators) below)</p> <p>Ongoing support work for Covid-19 advice and response to businesses, event organisers, and the wider public.</p> <p>National Public health campaign and regulatory support work</p>

	Service Priority	Expected Outcomes	Completion date	Update Q1 & Q2
3	Implementing Tier 2 Savings		31 March 2023	<p>Dog Warden Service contract was implemented in 2021/22</p> <p>Corporate Health & Safety Service considered at Cabinet in August 2022 (Part 2 item). Notice to Terminate has been served on Basingstoke & Deane</p> <p>Review and revise skills and resources required in the future on going</p>
4	Consideration and Implementation of Tier 3 Savings		31 March 2023	Currently Tier 3 savings are being reviewed on a Council wide basis.
5	To continually improve and make better use of the Place Services IT Systems and Website, including Cyber Security	<p>To ensure best use of existing software to run an efficient and effective service</p> <p>Helping residents, businesses and other customers find the answers on-line 24/7 to enable more effective self-service</p>	<p>On-going continuous improvement. Quarterly review</p> <p>Implementing measures linked to action plan (in accordance with Milestones)</p> <p>Feed into the Council-wide website project by end of Q3</p>	<p>Continuing Uniform development including updates to the systems and working on reports. Working to update template letters to reflect the Council's new logo</p> <p>Uniform training for Planning and EH (Environmental Health) team staff</p> <p>IDOX and the Council's IT team are working on a 2 factor authorisation process for Uniform (cyber security).</p> <p>Briefing for all Members on Uniform to be provided before end December 2022.</p> <p>A priority has been to work on the website pages to make accessible, edited and updated to enable the</p>

	Service Priority	Expected Outcomes	Completion date	Update Q1 & Q2
				<p>transition to the Council's new website in November 2022</p> <p>Provided training and advice to Wokingham Borough Council</p>
6	Facilities Management	<p>Review and reduction of Council's energy consumption, upgrading of all lightbulbs to LEDs and sourcing clean energy from renewables.</p> <p>Solar PV Cells on the roof</p>	On-going	<p>Provisional start date for installation of solar panels confirmed for week commencing 21st November</p> <p>Consideration of the need for LED lightbulbs on half of the 3rd floor – linked to future potential use of this space</p> <p>Review of the use of 'green energy' we buy via Hampshire</p>
7	Ongoing Implementation of Development Management Service Action Plan	Creation of Development Management priorities and action plan post-summer 2022	Long term actions before July 2022	<p>The Development Management Service Action Plan long term actions were expected to be completed by 30 June 2022</p> <p>Engagement with the Parish & Town Councils x 2</p> <p>Next Parish & Town Council mtg planned for 30 November</p>

	Service Priority	Expected Outcomes	Completion date	Update Q1 & Q2
8	Local Plan Review (Assessment)	Undertake a Local Plan Review involving an assessment of whether the local plan needs updating	Will take place following the Planning Bill (or updates to the Levelling Up and Regeneration Bill) becomes an Act and associated policy and guidance updates are published	<p>Project on hold: Work will commence once the Levelling Up and Regeneration Bill (LURB) is finalised and becomes an Act. At the current time there is too much uncertainty.</p> <p>Under the current system, legally a review (ie an assessment of whether the Plan needs updating) must be carried out by April 2025.</p>
9	Settlement Capacity Study	Understanding of the scope to accommodate future homes within settlements (Cabinet decision Nov 21).	December 2022	<p>Project is progressing with initial discussions with potential consultants in September 2022</p> <p>Need for a formal brief and run a Request for Quotes process – Autumn 2022</p> <p>December 2022 for completion no longer realistic due to staff resources. The Council has advertised the Principal Planner post several times with no suitable candidates</p>
10	Community Infrastructure Levy (CIL) [Subject to content of new Planning Act / Levelling Up Act.]	Adoption of CIL Charging Schedule and implementation	Formal consultation, examination and adoption of CIL Charging Schedule during 2022/23 Start collecting CIL April 2023	<p>Project on hold: Government has indicated its intent to introduce a new 'Infrastructure Levy' through the Levelling Up and Regeneration Bill (LURB).</p> <p>Work completed to date is expected to be helpful in implementing the new levy.</p>

	Service Priority	Expected Outcomes	Completion date	Update Q1 & Q2
11	Environmental Health Team Plan	<p>Devise and implement an action plan to promote continued EH Service improvements: incl. learning from best practice examples, promote joint working, and maximise resources</p> <p>Improve resilience of Service through cross-skilling and enhancing procedures</p>	Summer 2022 On-going through recruitment, training and development of staff	<p>Ongoing development and implementation of plan to support wider team development</p> <p>Development to include training, capacity building, and increased service resilience</p> <p>Recruitment of Senior Environmental Health Officer to be undertaken Autumn / Winter 2022</p>
12	Review of the fly-tipping enforcement strategy	<p>To evaluate the Council's strategy and priorities in relation to fly-tipping</p> <p>To reduce incidents of fly tipping across the District</p>	March 2023	<p>Enforcement priorities, and individual case actions subject to ongoing review, and in line with established priorities and available resources</p> <p>Confirmation of priorities notified to members from statement of response to full council</p> <p>Approach to enforcement set out within 'Environmental Health and Licensing Enforcement Plan' July 2021</p>

	Service Priority	Expected Outcomes	Completion date	Update Q1 & Q2
		To educate and raise awareness of fly tipping across the District through targeted publicity.		
NEW E&T	Storm Response Plan	Develop effective Storm Response Plan using lessons learnt from Storm Eunice	Sept 22	Draft completed October 2022 Internal consultation taking place Endorsement by SLT (Senior Leadership Team) in November 2022
NEW E&T	Green Grid Strategy	Production of Local Cycling & Walking Infrastructure Plan (LCWIP)	March 23	Sustrans appointed Initial stakeholder and community engagement November / December 2022 Follow up stakeholder engagement January 2023 Public consultation on draft LCWIP May 2023
NEW E&T	Delivery of the 22/23 traffic management programme	Delivery of the traffic management programme for 22/23	Jan 23	Traffic Regulation Order advertised for 21 days commencing Friday 28 October 2022 Consultation will close on 18 November

	Service Priority	Expected Outcomes	Completion date	Update Q1 & Q2
NEW E&T	Delivery of approved flood alleviation schemes.	<p>Provision of Property Level Flood Protection on third party property Kingsway, Blackwater, and Phoenix Green, Hartley Wintney</p> <p>Provision of Natural Flood Risk Management Measures on third party land -Hartley Wintney, and Mill Corner</p>	March 23	<p>Mill Corner NFRM: the project will be reviewed, and a decision on further progress will be made</p> <p>Phoenix Green PFP & NFRM: the new EA (Environment Agency) Framework will be assessed and reviewed ahead of the procurements process</p> <p>Kingsway PFP: the new EA Framework will be assessed and reviewed ahead of the procurements process</p> <p>Draft legal agreements completed</p> <p>Stakeholder engagement being developed</p> <p>Development of tender using Environment Agency Framework underway</p>
NEW E&T	Water environment asset management plan	Complete an asset management plan and improvement / renewal programme of works for water assets	October 22	<p>Has not been progressed due to other priorities</p> <p>Revised programme for delivery to be agreed</p>

	Service Priority	Expected Outcomes	Completion date	Update Q1 & Q2
NEW E&T	HCC (Hampshire County Council) highway agencies for TM	Complete transfer of agencies for on street parking enforcement and traffic management back to HCC	March 23	Project plan agreed and being monitored through monthly meetings with HCC Formal letters sent to affected individuals

4 Place Directorate Risk Register

A detailed service risk assessment has been completed and is reviewed on a quarterly basis (minimum). This helps inform the Hart District Council Corporate Risk Register which is reported to Overview & Scrutiny Committee on a quarterly basis.

Ref Number	Group	Description	Impact	Source of Risk	Prior Assessment			Existing Controls	Effectiveness of Controls	Current Assessment			Further Mitigations	Risk Owner	Notes
					id	ence	Rating			d	ence	Risk			
Place 1	Contract for Legal Services	Delayed or late legal advice	Reputational Risk - potential missed planning/appeal deadlines or serving of notices deadlines, in adherence with laws and regulations	Basingstoke contract and working relationship with BDBC	2 - Unlikely	2 - Moderate	4	Regular meetings, improved dialogue and collaboration.	Satisfactory	1 - Rare	2 - Moderate	2		Mark Jaggard / s151 Officer	Remove from risk register due to reduce level of risk
Place 2	Staffing	Loss of key staff and unable to recruit	Unable to deliver key services / Service Plan	Restructure of SLT and shared working with Rushmoor, general uncertainty as a result of Tier 2 savings including changes to roles and budget savings, could result in staff leaving to work elsewhere / retire; plus recruitment issues in particular sectors for short or long-term, competition with other Councils and private sector for same pool of staff	4 - Likely	3 - Major	12	Succession planning, appropriate staff recognition, backfilling with agency staff	Limited	3 - Possible	3 - Major	9		Mark Jaggard	

Ref Number	Group	Description	Impact	Source of Risk	Prior Assessment			Existing Controls	Effectiveness of Controls	Current Assessment			Further Mitigations	Risk Owner	Notes
Place 3a	Staffing	Covid-19 - Loss of key staff due to sickness	Unable to deliver key statutory services / Service Plan	Sickness days due to Covid-19 causing gaps in capacity	3 - Possible	3 - Major	9	Working from home working well as part of the Council's Agile Working Policy. Majority of staff are now vaccinated. Movement of staff around the organisation; to even out the impact across the organisation.	Satisfactory	3 - Possible	2 - Moderate	6		Mark Jaggard	
Place 3b	Staffing	Covid 19 - inability to conduct normal BAU work due to staff being redirected to the Council's emergency response	Unable to deliver key of statutory services / Service Plan	Covid-19 emergency response	3 - Possible	3 - Major	9	Movement of staff around the organisation; to even out the impact across the organisation	Satisfactory / limited	3 - Possible	2 - Moderate	6		Mark Jaggard	
Place 3c	Staffing	Covid-19 - inability to conduct normal BAU work including site visits or meetings due to restrictions	Unable to deliver key statutory services / Service Plan	National or regional lockdown restrictions due to Covid-19 (or another pandemic)	2 - Unlikely	3 - Major	6	Movement of staff around the organisation; to even out the impact across the organisation	Satisfactory	2 - Unlikely	2 - Moderate	4		Mark Jaggard	
Place 4	Shared services: Licensing / Building Control	Failing to deliver a statutory service to our customers	Public safety, reputational risk	Working relationship with B&DBC and Rushmoor BC	3 - Possible	3 - Major	9	Regular meetings, improved dialogue and collaboration.	Satisfactory	2 - Unlikely	3 - Major	6		Mark Jaggard	Clarified the relates to Statutory Services
Place 5	Planning (Planning Policy & Development Management)	Impact of Planning White Paper and other Govt Changes	Major changes to planning services, potential roles and responsibilities and work priorities	National changes	4 - Likely	3 - Major	12	Respond to existing consultations, plan for different scenarios	Limited	3 - Possible	2 - Moderate	6		Mark Jaggard	

Ref Number	Group	Description	Impact	Source of Risk	Prior Assessment			Existing Controls	Effectiveness of Controls	Current Assessment			Further Mitigations	Risk Owner	Notes
					3 - Possible	4 - Critical	12			Possible	Moderate	1			
	Management)	other Govt Changes	responsibilities and work priorities					for different scenarios		Possible	Moderate				
Place 6	Licensing	Completion of the new Deed with BDBC	No Licensing Service	Contract with BDBC	3 - Possible	4 - Critical	12	Cabinet agreed new Deed in Summer 2021	Satisfactory	1 - Rare	1 - Minor	1		Mark Jaggard	
Place 7	Policy	Community Infrastructure Levy (CIL) - Adopting a Charging Schedule	Delays to CIL project, financial implications, found unsound	Risk from unadoption of Charging Schedule	3 - Possible	3 - Major	9	Proper project management, risk assessment, legal advice	Satisfactory	2 - Unlikely	2 - Moderate	4		Mark Jaggard	CIL is not currently progressing in light of Govt confirmation of a replacement Infrastructure Levy
Place 8	Policy	Community Infrastructure Levy (CIL) - Implementation	Missed deadline for implementation, incorrect monitoring, failure of internal processes	Consequences of implementation of CIL	3 - Possible	3 - Major	9	Proper project management, risk assessment, legal advice	Satisfactory	2 - Unlikely	2 - Moderate	4		Mark Jaggard	CIL is not currently progressing in light of Govt confirmation of a replacement Infrastructure Levy
Place 9	Place	IDOX down	Inability to perform key services, issue decisions or retrieve data, public perception and confidence	Idox issues, data storage	4 - Likely	4 - Critical	16	Regular scheduled IDOX updates, planned maintenance and contact with Idox via account meetings	Satisfactory	3 - Possible	4 - Critical	12		Mark Jaggard	
Place 10	Place Services	Imposition of new Covid-19 enforcement requirements	Reduction in key services. Diversion of EH resources	National changes and public health legislation	3 - Possible	3 - Major	9	Movement of staff around the organisation; to even out the impact across the organisation	Limited	3 - Possible	2 - Moderate	6		Mark Jaggard	Remove from risk register - now covered under Place 3 above

5 Performance indicators and targets

KPI	Description	Annual Target	Q1	Q2	Cumulative
	Development Management				
DM1 [R07]	Major development application decisions made within the statutory determination period (including extensions of time)	60%	87.5%	66.7%	77%
DM2 [R08]	Minor development application decisions made within the statutory determination period (including extensions of time)	70%	90%	71.4%	81.2
DM3 [R09]	Other application decisions made within the statutory determination period (including extensions of time)	85%	96%	82.3%	89.7%
DM4 [R11]	Percentage of Tree Preservation Order works applications determined within eight weeks	90%	40%	TBC	TBC
DM4 [P01]	Planning application fee income (see notes)	<i>Data only</i>	£267,796	£48,644	£316,440
DM5 [P02]	Income from Pre-Application Advice and PPAs (including LBCs) (see notes)	<i>Data only</i>	£37,588	£8,336	£45,924

KPI	Description	Annual Target	Q1	Q2	Cumulative
	Building Control				
BC1 [P03]	Number of Building Control Applications Received	<i>Data only</i>	339	226	565
BC2 [P04]	Building Control income (see notes)	<i>Data only</i>	£146,635	£37,252	£183,887

KPI	Description	Annual Target	Q1	Q2	Cumulative
	Environmental Health				
EH1 [P05]	Percentage of scheduled/proactive Food Safety inspections undertaken within time	<i>Data only</i>	81%	77%	
P06	Food Recovery Plan (prioritised)	<i>Data only</i>	<p>Phase 2 of the 'Food Recovery Plan' requires that all establishments rated 'Category B' for hygiene should have received an on-site intervention by the 30 June 2022</p> <p>This milestone was successfully achieved with 100% of Category B inspections completed</p> <p>Statutory data return submitted to FSA</p>	<p>Phase 2 of the 'Food Recovery Plan' requires that all the less than broadly compliant Category C establishments should have received on-site intervention by 30 September 2022</p> <p>This milestone was successfully achieved with 100% of less than broadly compliant Category C inspections completed</p> <p>Statutory data return submitted to FSA</p>	
EH2	Percentage of Environmental Protections service requests (including noise, statutory	<i>80%</i>	86%	86%	

[P07]	nuisance, and public health) responded within time				
EH3 [P08]	Percentage of Food and Health & Safety service requests (including RIDDORs, HSADV, food poisoning investigations) responded to within time	80%	81%	85%	
EH4 [P09]	Percentage of formal consultation responses made within time (including Planning and Licensing)	80%	93%	94%	
EH5 [P10]	Number of fly-tipping service requests received by service	<i>Data only</i>	11	18	29
EH6 [R12]	Number of fly-tipping enforcement actions	<i>Data only</i>	<p>Successful prosecution of R. MacKinnon for fly-tipping offence (21/00612/FLYP)</p> <p>Fine of £1,760 plus £176 victim surcharge. Award of full costs of £2,805. Total £4,741</p> <p>Press release issued</p>	<p>No.2 Fly tipping prosecution case files built for legal submission and summons. Prosecution pending:</p> <p>No.1 Duty of care offence (22/01114/FLYPUB)</p> <p>No.1 Offence of Depositing controlled waste (Fly-tipping) and waste Duty of Care 21/02119/FLYPRI).</p>	

				Parallel prosecution of company and individual.	
EH7 [P11]	Environmental Health Commercial fee income (see notes)	<i>Data only</i>	£9,137	£1,793	£10,930
EH8 [P12]	Environmental Health Protection fee income (see notes)	<i>Data only</i>	£5,933	£247	£6,180

KPI	Description	Annual Target	Q1	Q2	Cumulative
	Planning Policy				
PP1 [P13]	Housing Land Supply Position Statement [Identifies whether the Council has at least a 5-year supply of land for housing, which is a requirement of national planning policy]	<i>Publish by 30 September</i>	Published August 2022 (with 10.9 years housing land supply) Housing Trajectory was published at same time		
PP2 [P14]	Brownfield Register [Statutory Duty to publish annually an update to the register of previously developed land that has been deemed as suitable for residential development]	<i>Publish by 31 December</i>	On track No deadlines in Q1 / Q2		
PP3 [P15]	Authority Monitoring Report (AMR) [Statutory duty to publish annually, reporting on matters including local plan policy formulation and implementation, duty to cooperate activity, and Neighbourhood Plans]	Publish by 31 December	On track A draft of the AMR is scheduled to go to O&S in December 2022		
PP4 [P16]	Infrastructure Funding Statement (IFS) [Statutory duty to publish annually, reporting on s106 (and where relevant CIL) monies secured, received, allocated and spent]	Publish by 31 December	On track No deadlines in Q1 / Q2		
P17	Statutory returns to Government [Collation and submission of data relating to housing delivery and self-build including Housing Flows Reconciliation (HFR), Housing	Various deadlines throughout the year	On track No deadlines in Q1 Q2: September saw returns submitted for Housing Flows Reconciliation and Housing Delivery Test		

	Delivery Test information, Self and Custom Build]		
--	---	--	--

KPI	Description	Annual Target	Q1	Q2	Cumulative
	Infrastructure				
	No KPIs in the elements of the former Environment & Tech Service which transferred to Place Directorate	N/A	N/A	N/A	N/A

6 Quarter One and Two 2022/23: Key Challenges and Achievements

Key Challenges

- Vacant Principal Planner post in Planning Policy & Economic Development Team, recruitment is challenging (advertised 3 times previously)
- Vacant Tree Officer post – the planning element of the role moving to Place from Environment & Tech; looking to procure consultants
- Vacant Economic Development Officer Post in Planning Policy & Economic Development Team – post on hold at current time
- Staff retention
- Ensuring team capacity
- New website project and making existing website accessible diverted resources

Key Achievements

- Successful Parish & Town Council engagement evenings (2) with feedback including “I have just come off this evening’s call – I thought it was outstanding. Thank you and your team for their time and effort... Once again, thank you for a very informative session.” from Dogmersfield PC and “Once again thank you all very much for a very informative meeting on Wednesday. I found it very useful and would certainly be interested in keeping in touch in future.” from Odiham PC
- Successfully defended Farnham Lodge Judicial Review with legal costs recovered
- Successful injunction served in the High Court on an enforcement matter 19 October 2022
- Plateau but high number of DM (Development Management) application submissions
- Despite the challenges, strong performance in terms of dealing with applications within deadlines or agreed EoTs
- Major applications determined include: Hartland Village Phase 3; Grove Farm, Bartley Wood, and the Elvetham Hotel
- Other major DM workload includes: Bramshill, Minley Manor and warehouse proposal at North Warnborough (Lodge Farm)
- Enforcement activity includes: gypsy and traveller activity at Bartley Wood, Hook; Bowenhurst Farm; Potbridge, Winchfield/Hartley Wintney, assisting Natural England at Chapel Bungalow, Totters Lane; Moulsham Lane, Yateley and former Red Cross site, Fleet
- Completion of Phase 1 and Phase 2 inspection targets for Food Recovery Plan

- [Yateley, Darby Green and Frogmore Neighbourhood Plan](#) passed referendum 30 June 2022, and was 'made' at Council on 28 July 2022
- Response to Surrey Heath Local Plan consultation (Regulation 18 stage), May 2022
- Update to the [Older Person specialist accommodation position statement](#) June 2022
- [Biodiversity Technical Advice Note](#) (TAN) published July 2022
- [Cycle and Car Parking TAN](#) endorsed by Cabinet August 2022
- [Five-year housing land supply](#) published August 2022
- Response to Basingstoke & Deane Local Cycling & Walking Infrastructure Plan Sept 2022
- Response to Rushmoor LCWIP Sept 2022
- Commissioned the Hart Local Cycling & Walking Infrastructure Plan (LCWIP) Sept 2022
- Made the website pages accessible
- Move of the Infrastructure & Emergency Planning team to Place Directorate on 1 August 2022
- Statutory data return submitted to Food Standards Agency (FSA)

7 Looking forward to Quarter Three 2022/23: Key Deliverables

- Implementation of the Traffic Management plan
- UNI-form Improvement Project Plan
- GIS Improvement Project Plan
- Updates to the Planning Local Enforcement Plan
- Production and reporting of Hart's 2022 Air Quality Annual Status Report
- Phase 2 of Food Recovery Plan targets
- Adopt Odiham & North Warnborough Conservation Area Appraisal at Cabinet November 2022
- Go out for quotes on the Settlement Capacity Study
- Respond to Winchfield Draft Neighbourhood Plan consultation
- Review Draft SEA (Strategic Environmental Assessment) and HRA (Habitats Regulations Assessment) Screening Opinion for Winchfield Neighbourhood Plan and consult statutory bodies
- Review draft Conservation Area Appraisal for Hartley Wintney
- SANG update report to Cabinet December
- Draft Annual Monitoring Report (AMR) to O&S December and publish final AMR by end of December.
- Publish Infrastructure Funding Statement (IFS) by end of December
- Publish Brownfield Register by end of December
- Coroner's Inquest in relation to the Lubrication Management Systems Ltd (LMS) case
- Emergency Planning (Emergency Control Centre) training October 2022
- Emergency Planning Exercise December 2022
- Approval of the Snow Plan and Storm Plan. Update to the Emergency Plan to reflect new roles and responsibilities

Annex: Notes on Performance Indicators and Targets

Development Management & Building Control

Members will also be aware that separate statistics on appeal performance over a longer period (2 years) were circulated by Steph Baker on 3rd August. These statistics confirmed that the DM team's performance has been shown to be extremely strong with quality of decision making, speed of decision amongst other KPIs showing 95-98%. There were also comparisons drawn with neighbouring authorities where we share services to provide some context.

As part of a recent audit process primarily looking at Extensions of Time reporting and EIA applications conducted by KPMG (results pending) they had recommended that HDC do not generate different statistics for Service Panel and instead, suggested that we report the same set of PS1/PS2 statistics which have been sent to DLUHC for the period ending before the meeting is held. Previously, we ran statistics whilst we were in the middle of the cycle which resulted in questions around percentage differences in different reports, due to the date of reporting.

To resolve this, we have considered either reporting to service panel straight after PS1/PS2 reports are sent, or at the meeting we do not generate a second set of statistics and Members will be provided with the latest published statistics. The above statistics are what has been reported to DLUHC for April-June 2022 (majors 87.5%, minors 90% and others 96%) and July-September 2022 (****)

DM1 [R07]	Q1	87.5% (6/7 decisions were decided in time or with an EoT)
	Q2	66.7% (4/6 decisions were decided in time or with EoT)
	Cumulative	77% (10/13 decisions were decided in time or with EoT)

DM2 [R08]	Q1	90% (19/20 decisions were determined in time or with EoT)
	Q2	71.4% (20/28 decisions were decided in time or with EoT)
	Cumulative	81.2% (39/48 decisions were determined in time or with EoT)

DM3 [R09]	Q1	96% (213/222 decisions were determined in time or with EoT)
	Q2	82.3% (154/187 decisions were determined in time or with EoT)
	Cumulative	89.7% (367/409 decisions were determined in time or with EoT)

Planning Development (HAPDEV) planning application fee income	Q1	Q2	Cumulative
Planning application fees	£267,334	£48,644	£315,978
Planning permitted development	£462	0	£462
TOTAL	£267,796	£48,644	£316,440
Year to date budget target	£312,525	£62,475	£375,000
Full year budget target			£750,000

Planning Development (HAPDEV) income from Pre-Application Advice	Q1	Q2	Cumulative
Planning pre application advice	£37,588	£8,336	£45,924
Year to date budget target	£62,505	£12,495	£75,000
Full year budget target			£150,000

Building Control (HABCFE) Fee Earning income	Q1	Q2	Cumulative
Building Regs - Applications	£96,500	£16,188	£112,688
Building Regs - Inspection fees	£50,135	£21,064	£71,199
TOTAL	£146,635	£37,252	£183,887
Year to date budget target	£176,472	£35,278	£211,750
Full year budget target			£423,500

Environmental Health & Licensing

Food Recovery Plan

Service priority given to production of 'Food Recovery Plan' to meet the national requirements of the Food Standards Agency (FSA). Hart FRP received approved by full Council in November 2021. Phase 1 requirements of the Hart FRP undertaken in respect of 'Unrated' food businesses. FRP Phase 1 (and national target) successfully achieved by target date of 30th September 2021.

All establishments rated 'Category A' for hygiene, inspected by 30th March 2022. All establishments rated 'Category B' for hygiene received an on-site intervention by the 30 June 2022. No. 22 Cat B. No.66 programmed food safety inspections or interventions completed by required date within quarter. Additional 28 establishments verified for closed.

Next Phase 2 food inspections currently on target for September 2022

New formal data returns made to the FSA

Page 37

P06	Q1	Phase 2 of the 'Food Recovery Plan' requires that all establishments rated 'Category B' for hygiene should have received an on-site intervention by the 30 June 2022 This milestone was successfully achieved with 100% of Category B inspections completed Statutory data return submitted to FSA
	Q2	Phase 2 of the 'Food Recovery Plan' requires that Category C for hygiene – less than broadly compliant (FHRS 0, 1 or 2) – should have received on-site intervention by 30 September 2022; and thereafter be back in the system for interventions in accordance with the Food Law Codes of Practice This milestone was successfully achieved with 100% of less than broadly compliant Category C inspections completed Statutory data return submitted to FSA

EH6 [R12]	Q1	Successful prosecution of R. MacKinnon for fly-tipping offence (21/00612/FLYP) Fine of £1,760 plus £176 victim surcharge. Award of full costs of £2,805.00. Total £4,741 Press release issued
	Q2	

Environmental Health Commercial (HAEHCM) fee income	Q1	Q2	Cumulative
Dangerous wild animal licence	£5,634	£1,429	£7,063
Other licence	£1,887	£268	£2,155
Pest control contracts income	£216	£96	£312
Fees for service	£1,400	£0	£1,400
TOTAL	£9,137	£1,793	£10,930
Year to date budget target	£6,417	£1,283	£7,700
Full year budget target			£15,400

Environmental Protection (HAEHPR) fee income	Q1	Q2	Cumulative
Land charges copy document	£152	£0	£152
Pollution control permit licence	£5,781	£247	£6,028
TOTAL	£5,933	£247	£6,180
Year to date budget target	£6,667	£1,333	£8,000
Full year budget target			£16,000



2023/24 EMERGING BUDGET & MEDIUM FINANCIAL STRATEGY (work in progress)

Overview and Scrutiny Committee
Date 8th November 2022

Recommendation 1

Consider the emerging Medium Term Financial Strategy and to recognise its challenges.

Glossary of Terms

Net Cost of Services are direct costs incurred by the Council in delivering services, less any specific income generated

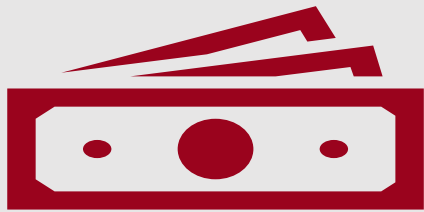
Central costs/income are non service specific items e.g. Pension Fund adjustments, interest income and payments

Contributions to/from Reserves is funding from Earmarked Reserves which have been allocated to fund specific purposes

Sources of External Finance includes funding from Central Government and Non-Domestic Rates Income

Council Tax – local tax on domestic properties which Hart collects on behalf of Hampshire County Council, Hampshire Constabulary, Hampshire Fire and Rescue, plus Town and Parish Councils

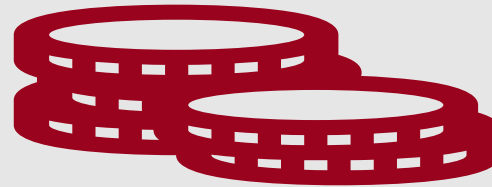
Sources of Income



Collection Fund

Council tax can be raised each year inline with Government guidelines.

Business Rates can be retained up to an agreed safety net.£1.4M



Grants

Ring-fenced – used for a specific purpose

or un ring-fenced

Project grants – via an application

New Burdens – to cover additional work as requested by Government



Income

Generated from:

Sales, Fees and Charges

Commercial ventures

Building Blocks of Hart Finances

Net Cost of
Services

Central Costs

Contributions
to/from
reserves

Sources of
External
Funding

Council Tax

Potential Budget Pressures in 23/24

Contract inflation increases – 10%+

Staff Costs – 10% cost of living increase

Energy Prices doubling

Funding from Central Government declining

Agreed Budget Savings in 23/24

Budget Rebase

5C Contract – fixed investment cost ends

Reduced Leadership Team and Full Tier 2 deliverables

Commercial Income – EA contract

Recap on Budget Rebase

Page 46

Simplifying

- Removing non-core service budgets

Centralising

- Training, consultancy

Classifying

- Agency, consultants, consultation

Grants

- Forecasting grant awards as contribution to Service Delivery

2023/24 Budget Pressures/ Savings

£000	2023/24
Contract Inflation	703
Staff Costs	462
Energy Prices	76
Government Funding	561
Budget Rebase	(458)
5C Contract	(633)
Leadership Team	(120)
Commercial Income	(386)
Net Pressures	205

Updated MTFS
at 31.10.22

	2022-23	2023-24	2024-25
	£000	£000	£000
External Finance	3,161	2,600	2,400
Council Tax	7,813	7,940	8,058
Total Funding	10,974	10,540	10,458

	2022-23	2023-24	2024-25
Baseline NCS 2022/23	11,960	10,975	10,951
Budget Adjustments:			
Savings		(458)	
Pay & Price rises		929	494
Central Budgets	2,156	3,544	3,550
Reserves	(2,069)	(2,908)	(2,908)
Income Generation	(1,073)	(1,335)	(1,340)
Total Budget Requirement	10,974	10,745	10,747

(Surplus)/Deficit	0	205	289
--------------------------	----------	------------	------------

Options for bridging the budget gap

Fees &
Charges

MRP Review

Treasury
Management

Capital spend

Commercial
Income



Feedback & Questions



Budget Monitoring – Period end 30th Sep 2022

Overview and Scrutiny Committee

Date 8th November 2022

Glossary of Terms

Revenue costs include the day-to-day expenses of the council and any fees and charges that offset those costs. The net revenue budget is funded by Business Rates , Council Tax and government grants

Capital expenditure relates to one off investment items that add value to assets or deliver a new asset. Funding for these items can be a variety of sources including grants, capital receipts and borrowing.

Reserves are funds set aside for specific purpose in the future. The 2022-23 budget for Hart District Council was set with some of these contributions already allocated as funding for specific one off spend.

Recommendations

- Note the projected Outturn at Q2.
- Note the Capital Overview.
- Note the current Pressures/Savings
- Agree the transfer of £212k of Climate Change spend to the capital programme.
- Note the Risks to the current 2022/23 current projected outturn.
- Note the rebasing exercise that has led to contingency budgets providing headroom for Medium Term Financial Planning.

Projected Revenue Outturn

Service Area	Total Budget	Total Projected Outturn	Cont. (from)/to EMR	Projected Outturn post	Variance from Budget
	£000	£000	£000	£000	£000
Community Services	719	712	200	912	(7)
Corporate Services	6,844	8,351	(1,031)	7,320	477
Technical & Environmental Services	3,082	2,070	712	2,783	(301)
Place Services	2,320	2,097	110	2,207	(114)
Central Costs	(1,005)	(1,242)	0	(1,242)	(237)
Net Cost of Services	11,960	11,989	(9)	11,980	(181)

Capital Overview

Page 55

Service Area	C/F Budget 2021/22	2022-23 Budget	Total 2022-23 Budget	2022-23 Forecast	Transfer to/(from) Reserves	Total Variance from Budget
	£000	£000	£000	£000	£000	£000
Community	0	1,817	1,817	1,821	0	4
Corporate Services	0	90	90	326	(236)	0
Place	0	0	0	0	0	0
Technical & Environment	536	1,636	2,173	1,513	0	(660)
Total Capital	536	3,543	4,080	3,660	(236)	(656)

C/F = Carried Forward

Page 56

Current Pressures/ (Savings)

Inflation – currently ~10%. Waste contract impacted in 2022/23 +£110k

Energy prices –2022/23 impact +£86k

Staff Costs – Vacancies – (£241k), Pay Award +£110K. Net (£131k)

Income pressures +£55k

Sensitivities

Contracts subject to RPI increases:
Total Contract Value £6M.

Every 1% increase in RPI = £60k

Staff Costs = £5.9M.

Every 1% increase in staff costs = £59k

Energy Bills.

2021/22 Gas & Electricity = £58k.

2022/23 estimated cost = £130k

Budget Rebase

Simplifying

- Removing non-core service budgets

Centralising

- Training, consultancy

Classifying

- Agency, consultants, consultation

Grants

- Forecasting grant awards as contribution to Service Delivery

Contingency Budgets

- Since the Q1 Monitor the 2022/23 Budget has been reviewed and challenged.
- This has identified significant savings.
- These savings will be moved to Contingency Cost Centres and used as potential savings in 2023/24

Description	22/23 Budget	Suggested Revised Budget 22/23	Saving
Agency	41	198	157
Staffing	109	62	(46)
Tree Maintenance	0	5	5
Transport	60	36	(24)
Supplies and Services	7,033	6487	(546)
Income	(86)	(90)	(4)
Total	7,156	6,698	(458)

Revenue

- The council is forecasting an overall underspend of £181k against the 2022-23 revenue budget of £11.96m*.
**the budget included planned Tier 2 savings of £202k.*
- Included in the outturn are £9k net contributions from Earmarked Reserves (EMR)
 - The largest contribution from EMRs is £964k to replace the shortfall in the leisure centre management fee income target. (*Approved at Cabinet October 2021*)
 - A contribution to EMR of £110k represents a payment award from a Health & Safety Fatality Court Case.
 - S106 contributions to EMR at the end of Q2 total £760k

Summary Revenue

Summary Capital

Page 61

Capital

- SANG capital projects have been put 'on hold' pending a review of the S106 reserves. The forecast Capital spend in 2022-23 is £3.4M a reduction of £0.7M. The budget includes budget carried forward from 2021/22.

2022-23 Savings

- 68% of the Tier 2 savings are expected to be achieved within the 2022-23 financial year.
- Internal Audit savings delayed until 2023/24 as incumbent Officer replaced by Agency staff.
- Outsourcing of Health & Safety function delayed implementation.
- Place efficiencies not delivered except for Dog Warden Service.

Summary 2022-23 Savings









Reserves 2022-23	Opening balance	Contributions In	Contributions Out	Closing balance
	£000	£000	£000	£000
General Fund	6,968	0	0	6,968
Earmarked	26,454	1,160	(1,169)	26,445
Total	33,422	1,160	(1,169)	33,413

£000	Contributions to Reserves	Contributions from Reserves
Developer Contributions	760	
Leadership Redundancy		(89)
Website Development		(26)
Leisure Centre Support		(964)
Court Income	110	
Homelessness Support	200	
Total	1,160	(1,169)

**Reserves
agreed
through
the budget
process**

2022-23 Tier 2 Savings

Page 64

SERVICE	BUDGET	FORECAST	RISK	RAG
Corporate Service Restructure	62	62	0	
Senior Management Team Review	52	52	0	
Member & Staff Allowances	4	4	0	
Internal Audit	15	0	15	
Dog Warden Service	3	3	0	
Planning Development	28	0	28	
Place Service efficiencies	21	0	21	
Technical & Environmental – resource review	17	17	0	
	202	138	64	

The Tier 2 savings are included in the £11,960k – Net Cost of Service

Corporate Services - £133k

Restructure – bring services back from Mendip and restructure Corporate Services £62k

Review and revise skills and resources of Senior Management Team - £52k

Review of member and staff allowances - £4k

Internal Audit £15K – delayed to 2023/24. Agency resource managing Internal audit function pending out-source tender award. This is more expensive than Hart resource and negates 2022-23 savings.

Place Service - £52k

An additional £3k will be achieved through outsourcing of Dog Warden Service

£49k saving across the Place Service is unlikely to be achieved. Delays in outsourcing the Health and Safety Service.

Technical and Environmental £17k

To be achieved through staff reduction within the structure

2022-23 Savings (narrative)

**Community
Services
Revenue
variances
(£7k
underspend)**

Community Services	2022-23 Budget	Full Year Forecast	Forecast Variance
	£000	£000	£000
Strategic Housing Services	82	147	65
Social Inclusion & Partnership	(26)	(26)	0
Housing Needs Service	331	263	(68)
Private Sector Housing	171	177	6
Community Safety	161	144	(17)
Total Other Budgets	0	7	7
Total	719	712	(7)

Revenue - Community Services (£7k underspend)

Community Services is forecasting an underspend of £7k.

- Housing Needs Service has a net budget of £330k. This is the largest budget within Community Services and represents 46% of the total budget. An additional Grant £260k was received which contributes to the Service Provision.
- 4 FTEs have transferred from Business Support (BSU) to Strategic Housing – the £65k overspend is compensated by a corresponding underspend in BSU.

Community Services Capital Projects

£000	Carry forward 2021-22	2022-23 Budget	Total 2022-23 Budget	Total 2022-23 forecast	Variance to Budget	Cont. to/from Reserves
Disabled Facs - Mandatory	0	867	867	867	0	0
Private Sector Renewal	0	0	0	4	4	0
Grants for Affordable Housing	0	950	950	950	0	0
Total	0	1,817	1,817	1,821	4	0

Corporate Services Revenue variances (£477k overspend)

Corporate Services	2022-23 Budget	Full Year Forecast	Forecast Variance
	£000	£000	£000
Leisure Centres	(508)	(146)	362
Waste Contract	1,983	2,094	110
Waste Client Team	(599)	(682)	(82)
5 Council Contract - Capita	2,154	2,085	(69)
Internal Audit	97	126	29
Legal Services	340	391	51
Leadership Team	673	708	34
Cycling & Infrastructure	0	(16)	(16)
HR Contract	122	111	(11)
IT Contract	501	513	12
Total Other Budgets	2,080	3,167	58
Total	6,844	8,351	477

Leisure Breakdown

£000	2022-23 Budget	2022-23 Forecast	Contribution from Reserves	2022-23 Revised Forecast	Variance to Budget
Expenditure	892	892	-	892	-
Income	(1,400)	(436)	(964)	(1,400)	-
2021-22 Adjustment*		362	-	-	362
Total	(508)	818	(964)	(146)	362

*The forecast income for 2021-22 was under-stated by £362k.

Everyone Active (EA) has an open book agreement with Hart. EA's 2021/22 accounts have been inspected and challenged by an independent expert.

The Independent expert will continue to review EA's quarterly numbers to improve forecast accuracy in 2022/23.

Revenue - Corporate Services (£477k overspend)

Corporate Services is forecasting an overspend of £477k after the agreed drawdown from earmarked reserves.

- Cabinet has previously agreed that the anticipated shortfall in management fees from the leisure provider (Everyone Active) can be met from Earmarked Reserves. For 2022/23 this is forecast to be £964k. The remaining overspend in Leisure is a 2021/22 adjustment.
- The Waste Client Team is forecasting an underspend of £82k due to a combination of Client Team efficiencies and increased income from recycling credits. This is off-set by a higher RPI increase in the core Waste Contract cost - £110k
- 2 Accountants have been employed from Mendip DC which has reduced the outsourced service fee by £62k in the 5C contract.
- Legal Services will over spend by £51k following an incorrect 2021/22 invoice.
- The £34k over spend in Leadership Team is due to the renegotiation of the CAB lease. This is compensated by rent and parking income received in other cost centres.

Corporate Services Capital Projects

£000	Carry forward 2021-22	2022-23 Budget	Total 2022-23 Budget	Total 2022-23 forecast	Variance to Budget	Cont. to/from Reserves
IT Upgrade	0	90	90	90	0	0
Website Development Project	0	0	0	111	111	(111)
CyberGrant2022	0	0	0	125	125	(125)
Total	0	90	90	326	236	(236)

There are Earmarked Reserves to fund the Website development and the Cyber attack prevention

Place Revenue (£114k underspend)

Place Services	2022-23 Budget	Full Year Forecast	Forecast Variance
	£000	£000	£000
Business Support Staff	769	644	(125)
Env Health Commercial	180	184	4
Planning Development	137	206	69
EconomicDevelopment	85	46	(39)
Environmental Protection	254	232	(22)
Local Land Charges	(90)	(70)	20
Planning Policy	315	298	(17)
Neighbourhood Planning	0	13	13
Corporate - Apprentices	75	63	(12)
Total Other Budgets	596	482	(6)
Total	2,320	2,097	(114)

Revenue - Place Services (£114k underspend)

- £110k in costs have been received from a Health & Safety Fatality prosecution. The case has taken 3 years to conclude. It is proposed that this income is transferred to reserves.
- A significant underspend within Economic Development (£39k) is a result of a staff vacancy with no plans for recruitment within this financial year.
- One of the largest budgets in the directorate is Business Support Team £769k (37%) which is forecasting a large surplus of £125k. The costs of this team include staffing and the relevant IT systems. 4 FTEs have moved to Housing which accounts for £65K of the underspend, the remaining £60k is staff vacancies.
- The largest budget cost in the team is Planning Development where there is an underspend due to a staff vacancy. It has a large income element to offset these costs, however the income from planning applications is less than expected and the cost centre is expected to be £69k over spent.

Technical & Environmental Revenue (£301k underspend)

Page 75

Technical & Environmental Services	2022-23 Budget	Full Year Forecast	Forecast Variance
	£000	£000	£000
Climate Change	311	99	(212)
Tree Preservation Orders	207	149	(58)
Grounds Mtn Contract	420	382	(39)
On Street Parking	95	97	2
Environment Promotion Strategy	157	147	(9)
Street Cleaning	754	747	(7)
Total Other Budgets	1,138	448	22
Total	3,082	2,070	(301)

Revenue – Technical and Environmental (£301k underspend)

- £212k underspend in Climate Change as projects are capital items not revenue. Grant for Capital expenditure has been applied for.
- Grounds Maintenance contract forecast to be £39k lower than budget due to 2021/22 contract cost refund.
- Expenditure in Tree Preservation is forecast to be £58k lower than budget predominantly due to a long term staff vacancy.

Technical & Environmental Capital Projects

£000	Carry forward 2021-22	2022-23 Budget	Total 2022-23 Budget	Total 2022-23 forecast	Variance to Budget
Fleet Pond Visitor Enhancement	75	31	106	54	(52)
Bramshot Farm	0	340	340	18	(322)
Phoenix Green, Hartley Wintney	0	70	70	104	34
Mill Corner, North Warnborough	0	27	27	0	(27)
Kingsway Flood Alleviation Sch	0	54	54	107	54
HW Cent Common Access Improve	80	0	80	100	20
Edenbrook CP Play Tree	30	0	30	0	(30)
Edenbrook CP History Walk	20	0	20	0	(20)
Edenbrook CP - Skate/Bike Park	170	0	170	5	(165)
Edenbrook CP - Teen Health	0	65	65	0	(65)
Edenbrook CP - Visitor Improve	0	158	158	0	(158)
Fleet Pond Green Grid	0	373	373	399	27
Fleet Pond Green Ecology	25	25	50	60	10
Cove Road Crossing	180	75	255	360	105
Countryside Stewardship	0	134	134	66	(68)
Total Other Projects	(44)	285	241	240	(2)
	536	1,636	2,173	1,513	(660)

Central Costs (£237k) variance

Page 78

Central Costs	2022-23 Budget	Full Year Forecast	Forecast Variance
	£000	£000	£000
Transfer from Reserves	(1,260)	(1,260)	0
Movement in Reserves (MiRS). <i>Includes: pension, depreciation</i>	160	160	0
Interest Payable/Receivable	95	(142)	(237)
Total	(1,005)	(1,242)	(237)

Notes:

Transfer from reserves includes Capital project costs

Variance is due to an upward movement in interest received from cash investments

OVERVIEW AND SCRUTINY COMMITTEE

DATE OF MEETING: 8 NOVEMBER 2022

TITLE OF REPORT: COMPLAINTS ANALYSIS Q2 JULY-SEPT 2022

Report of: Corporate Services

Cabinet Portfolio: Leader and Strategic Direction and Partnerships

Key Decision: No

Confidentiality: Non-Exempt

PURPOSE OF REPORT

1. This report updates Members on the number and outcome of customer complaints for Quarter 2, July–September 2022.
2. The report looks at performance on a range of metrics and examines any learning that can be gained from the information presented.

RECOMMENDATION

3. The complaints report for July-September 2022 is noted.

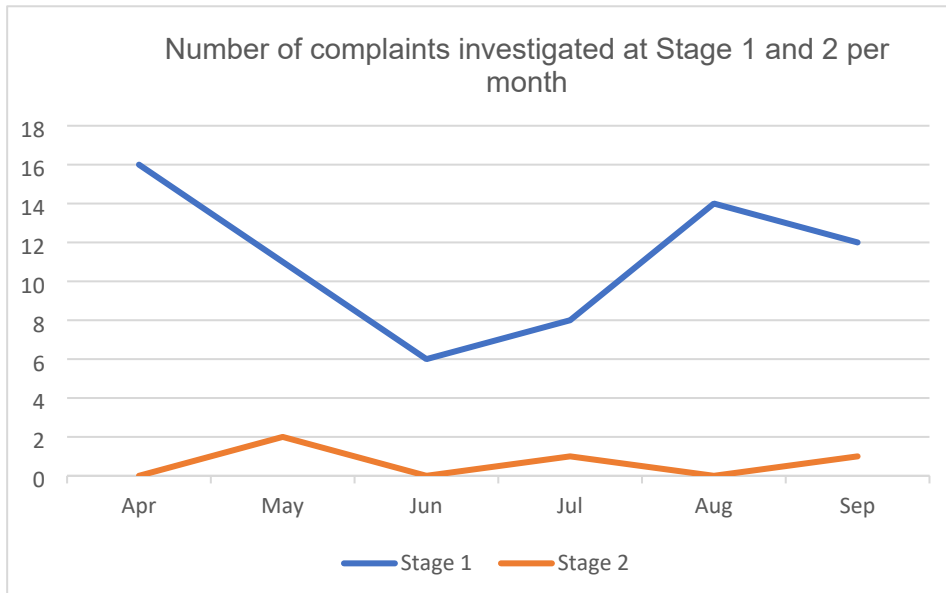
BACKGROUND

4. This paper is the second complaint report for this financial year. It provides details of formal complaints received during Quarter 2, July-September 2022. The report references performance in Quarter 1, April-June to provide a set of comparative data.
5. The complaints policy defines a complaint as ‘any expression of dissatisfaction about the way in which we have provided a service’. If a customer is contacting the Council for the first-time about a service request, we will endeavour to resolve as part of the informal stage. Complainants can choose to go direct to Stage 1.
6. The policy is based on a two-stage process. If complainant is dissatisfied with the outcome after Stage 1, they move to Stage 2. If the complaint remains unresolved, they can contact the Local Government Ombudsman to investigate.

COMPLAINTS OVERVIEW FOR QUARTER 2, JULY–SEPTEMBER 2022

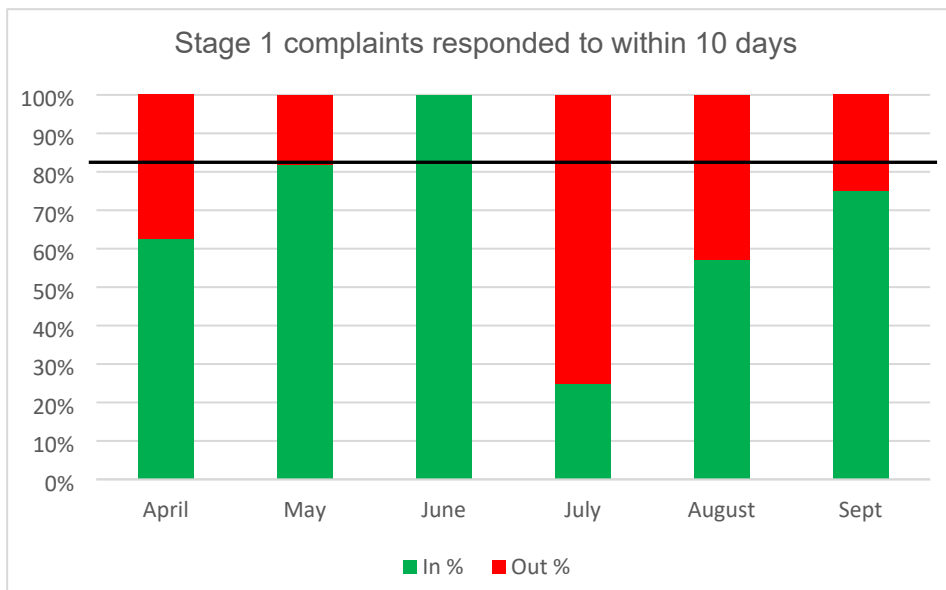
Number of complaints

7. The Council recorded a total of 36 complaints during Quarter 2. We received 35 complaints in Quarter 1.
8. Of those complaints received in Quarter 2, 34 were recorded at Stage 1 and two were recorded at Stage 2.



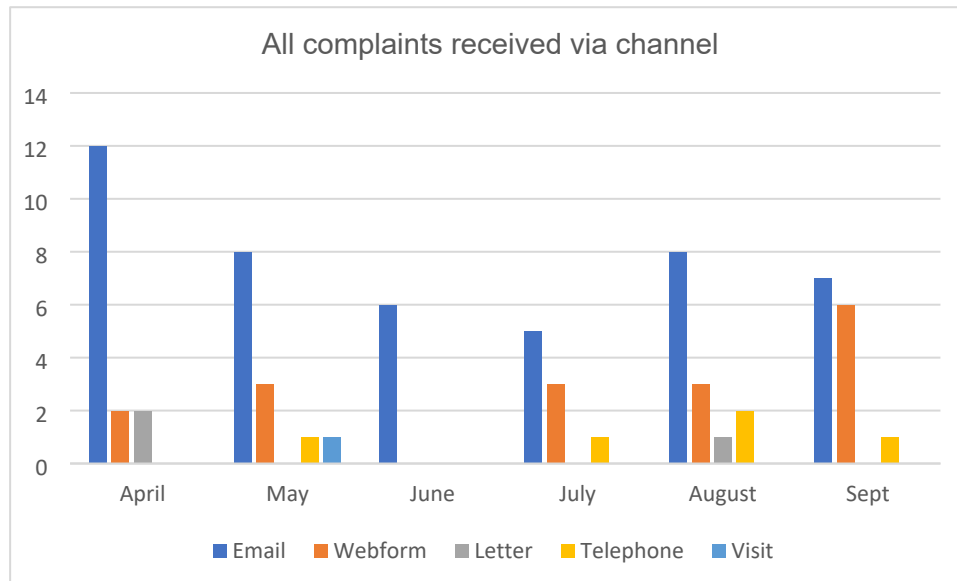
Responding to complaints in time

9. Responding to complaints within published timescales should be a key performance target. Performance indicators are used to monitor the speed of the Council's response to complaints dealt with through the procedure. This can be viewed as a feature of a well performing complaints handling system.
10. Complaints dealt with at Stage 1 should be responded to within 10 working days. Complaints at Stage 2 should be responded to within 20 working days. We have not committed to a target within the policy. Neighbouring authorities (Havant, East Hampshire) set an ambition of responding to 85% of all complaints within these timescales. Hart might want to consider a similar target to include within the Quarterly Performance Report.
11. If we were to set a target of 85%, the Council only met this target in one of the past six months, June. Waste Services account for 14 (61%) of all complaints outside of the 10 days for Stage 1, eleven of which occurred in July and August.



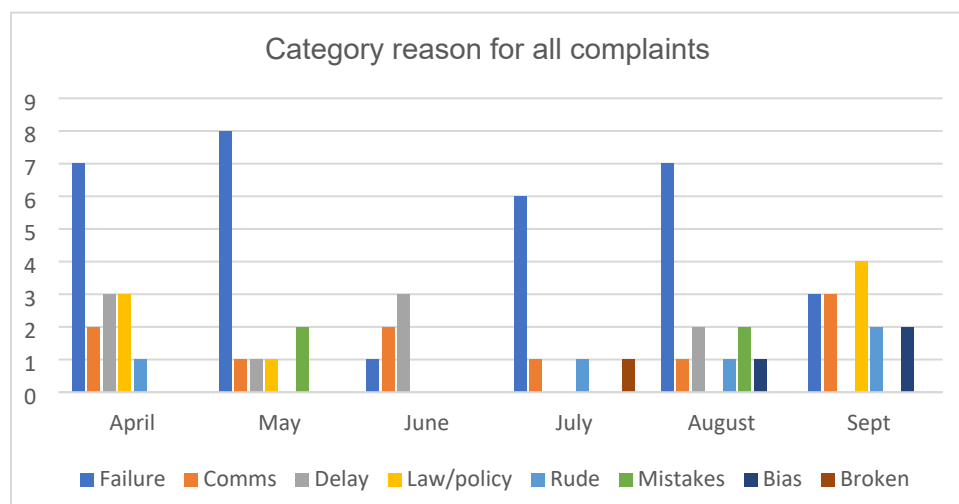
How complaints are received

12. We record the channel through which complaints are received. This will help us understand customer preferences and how these might change over time. It also helps to ensure that we operate a complaint handling system that is accessible and free of barriers.
13. Most complaints received were made through electronic means. Email, direct to the service or through complaints@hart.gov.uk is the most popular route. The redesigned webform has seen a rise in its use in Quarter 2. These two channels account for 85% in quarter 2.



Reasons for complaints

14. The Council records the reasons why a complaint has been made, in line with a list of categories set out in the policy.
15. “Failure to provide a service” accounts for 45% of complaints. 16 complaints in July-September were Waste related as the service struggled with several issues including vehicle repairs and staff sickness.
16. “Poor communication from staff” is the second highest category and relates to several teams including Waste, Parking, Council Tax and Housing Benefit.



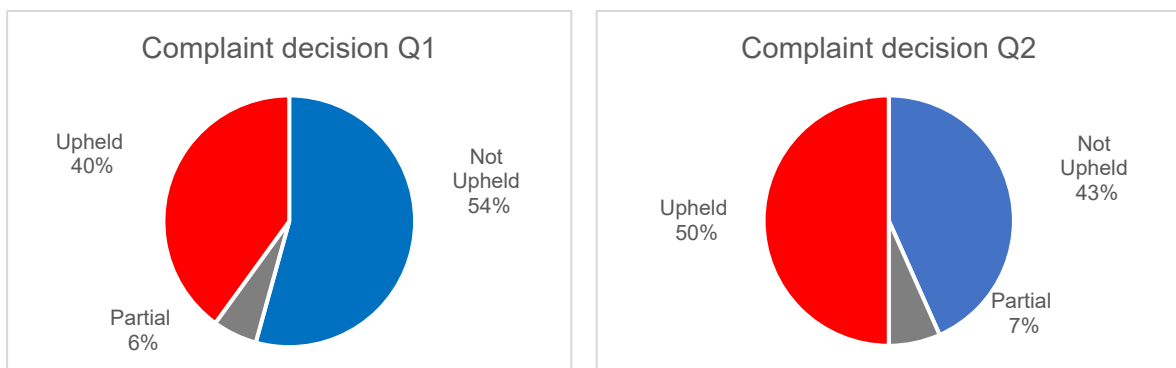
Complaint decisions

17. The Council records its decisions on complaints in three ways:

- upheld, where the Council agrees with the complaint made by the complainant
- partly upheld, where the Council agrees with some aspects of the complaint
- not upheld, where the Council does not agree with the complainant about the complaint that has been made

18. We have upheld/ agreed with 18 complaints in Q2 compared to 14 in Q1. Overall, this accounts for 44% of all complaints since April. We have partially upheld 6% of complaints in this time. We have not upheld/ disagreed with 50% of complaints.

19. We would expect to see a fairly even distribution between upheld and not upheld. If a high proportion of complaints are agreed within a reporting period, this can indicate that operational issues are not being dealt with at service level. If a high proportion of complaints are not agreed with, this could indicate a lack of understanding and/or willingness to accept feedback on service improvements by the respective team.



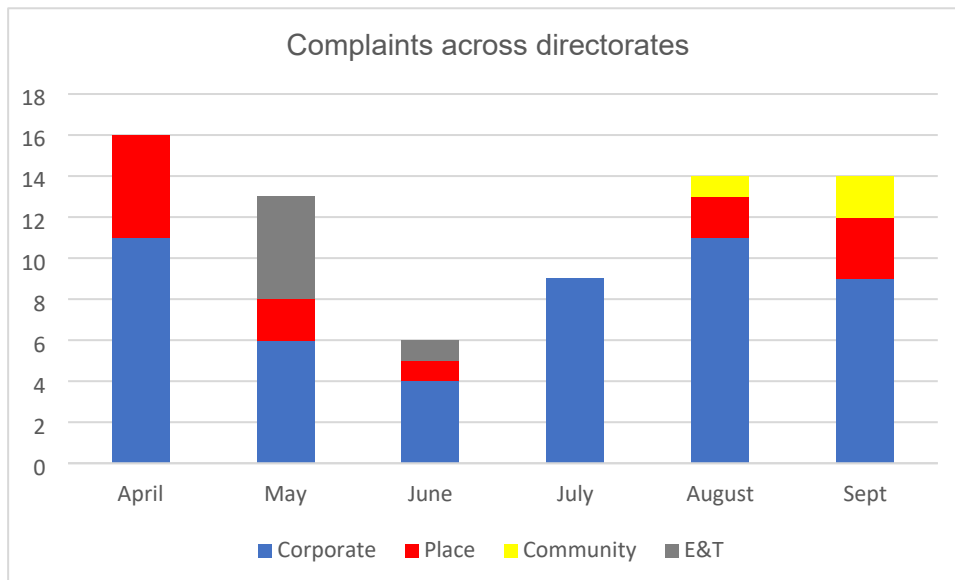
Complaints by directorate/ team

20. We record the number of complaints, by directorate and by team. This provides a way of monitoring service levels and standards. It can act as an early warning sign for significant service failure or disruption.

21. While this can be done by comparing reporting periods within each service, it is difficult to compare across directorates, given the diverse nature of business across the Council. Some services, such as waste collection and planning services, will feature towards the top of the list, due to the high levels of contact.

22. Corporate account for 69% of all complaints received across the first two quarters. Place have the second largest proportion with 8%.

23. There has been some movement during the reporting period. Communities now manage Parking and Countryside teams. Environment and Technical has been removed from August onwards.



24. Further analysis of Corporate shows that Waste Services account for 60% of all complaints, Council Tax account for 30%. Quarter 2 has provided some challenges for the Waste team, and this is reflected in the 100% increase in the number of complaints from Quarter 1.

Corporate	Waste	C.Tax	Elections	FOI	HB	other
April	6	3	1	0	0	1
May	4	2	0	0	0	0
June	0	3	0	1	0	0
July	8	0	0	0	1	0
August	6	4	0	0	1	0
Sept	6	3	0	0	0	0

Learning from complaints

25. The services receiving the highest number of complaints for Quarter 2 were Waste Services, Council Tax and Planning.

26. For Waste Services, the increase in complaints occurred between July and September. Approximately three quarters of these complaints relate to non-collection of waste. Smaller numbers relate to staff attitude and poor communication of the issues facing the service.

27. A new Performance Manager has been installed at Basingstoke and we're working closely to improve the process with Officers in the Waste team. The Waste team monitors the number of missed bins as part of its contract management with Serco. They are working with the contractor to address any issues raised within complaints so that we can provide the best service for our residents.

28. For Council Tax, complaints were single issues. The service normally resolves complaints quickly and efficiently and there is ongoing dialogue between Officers to monitor individual complaints.

29. For Planning, there were no clear trends emerging from the complaints, because of single issues.
30. We continue to work with all teams to remind them of the importance of responding within timescales.

Ombudsman decisions

31. The Council received decisions on two Ombudsman complaints in the reporting period.
 - May 2022. Council refused to take enforcement action over a fence. Closed after initial enquiries
 - August 2022. Councillor conflict of interests. Closed after initial enquiries

ALTERNATIVE OPTIONS CONSIDERED AND REJECTED

32. As this report is for information and no decisions required, no options have been considered.

CORPORATE GOVERNANCE CONSIDERATIONS

Relevance to the Corporate Plan and/or The Hart Vision 2040

33. Performance reporting is an essential element of understanding how the services are performing in the context of the actions being undertaken in Service Plans. Complaints analysis provides officers with invaluable feedback on the provision of services at an operational level.

Service Plan

- Is the proposal identified in the Service Plan? Yes
- Is the proposal being funded from current budgets? Yes
- Have staffing resources already been identified and set aside for this proposal? No

Legal and Constitutional Issues

34. There is no statutory duty to report regularly to Cabinet on the Council's complaint performance. However, under Section 3 of the Local Government Act 1999 (as amended) an authority has a statutory duty to deliver continuous improvement in the way in which its functions are exercised having regard to a combination of economy, efficiency and effectiveness. Regular reports on the Council's complaints performance assist in demonstrating best value and compliance with the statutory duty.

Financial and Resource Implications

35. None identified

Risk Management

36. Complaints about services can indicate where identified operational risks have materialised. This should be monitored through individual departmental risk registers. Learning from complaints can help mitigate the same risks occurring in the future.

EQUALITIES

37. The analysis conducted through this paper potentially have relevance to the Equality Act. Three complaints reported in this period referenced bias or unfair discrimination.
- Complaint 1 (August). Complaint upheld by Capita following an allegation of unfair discrimination on race grounds
 - Complaint 2. (September) Complaint partially upheld although allegation of racism unfounded
 - Complaint 3. Complaint not upheld following an allegation of racism. Complainant has decided to take this to Stage 2 and is currently under investigation

CLIMATE CHANGE IMPLICATIONS

38. There are no direct carbon/environmental impacts arising from the report

ACTION

39. This report enables Overview and Scrutiny to understand the Council's performance around complaints handling and performance. Those that are escalated to the Ombudsman could result in a significant detrimental impact on the Council if it is found to be at fault through maladministration or negligence. It is important that Cabinet and the public can be satisfied that we are running a well-managed and effective complaints system.
40. To ensure transparency, the report is available on the Council's website through the committee reports pages.

Contact Details: Steve Bennett, steven.bennett@hart.gov.uk

Minutes of the Meeting of Thames Water, Environment Agency, Hampshire County Council with Hart District Council Members

10 October 2022 at 2pm

Present:

Hart District Councillors (HDC)	Dorn (Chairman), Axam, Butcher; Collins, Makepeace-Browne
Hampshire County Council (HCC)	Cllrs. Collett, Davies, Forster, Glen James Holt Susanna Hope
Environment Agency (EA)	Neil Landricombe, Tanya Jorgji
Thames Water (TW)	Nikki Hines, Carley Mason
Hart District Council (HDC)	Alex Jones, Philip Sheppard, Rebecca Borrett

1. Apologies for Absence

Apologies had been received from:

Councillor's Crampton, Engström, Kinnell, Oliver (HDC); Councillor Parker (HCC)

2. Minutes & Action Table of 7 March 2022

The minutes of the previous meeting were signed as a correct record.

Action Table

A concern was raised Kingsway was not featured in the action table. Alex Jones (AJ) confirmed this would be an oversight and would be corrected, and an update would be provided as part of the agenda.

- 2) **Steering group for Fleet and Sandy Lane Ditch** – This item will be covered as part of the general update of the EA.
 - **ACTION** – AJ: this is now an ongoing action and will be removed from action table.
- 39) **Crookham Park (between Nepal Gardens and Naishes Lane)**

Susanna Hope (SH) confirmed that HCC a progressing the issues and discussion with the developer. A comprehensive review of the watercourses has been done and further evidence has been requested. The developer is working with HCC, but it is a very complicated site and has to be dealt with carefully to make sure that we do not make the situation worst.

There have not been many reports of flooding in the area which makes enforcement more difficult.

Councillor Axam asked for background to this issue. SH advised this has been ongoing for a while. As this is an enforcement case a large amount of detail has not previously been provided, to make sure nothing is prejudiced. Impacted residents originally contacted HDC and it was established parts had not built the way ideally hoped and this was raised with HCC. HCC have been undertaking a review which identified not all the consents were in place, and there are complicated planning issues. There appear to be less issues than previously, but the reasons for this is unknown.

- **ACTION:** SH will contact Councillor Axam so he can gain a better understanding of the locality.

Councillor Forster asked if the damp courses etc. which had been built wrongly at Crookham Park had been dealt with by Planning or if this was still ongoing?

- **ACTION:** AJ will take this up with Planning and liaise with Councillor Axam if there are any ongoing issues.

45) **Processes - potential strengthening of Flood and Water Management Act powers (HCC)**

A briefing note relating to riparian ownership and enforcement was circulated prior to the meeting and will be discussed in Item 5.4.

48) **TW - Surface Water Management Plans** – this will be covered within Carley Mason's (CM) update later in the agenda.

Councillor Dorn felt where ongoing was listed in the progress note, this was clearly not very informative. Detail for future meetings of what has happened in the intervening time would be helpful. AJ confirmed that would be possible but pointed out some of these actions are now general updates included in the agenda and no longer actions.

- **ACTION:** AJ: Action table to have more detail added and to include the actions raised to show more urgency towards those and not highlighting updates the agencies provide.

53) **Fleet FAS** – Neil Landricombe (NL) confirmed a lot of work has taken place and consultation have been undertaken, and modeling work to understand risk better. 25 options had been looked at and they are now in position to present the work undertaken and do a deep dive. A meeting will be held at HDC in December, where the results of work done to date will be presented to the Members representing the areas in detail.

NL advised the leading option for providing the most amount of benefit is property flood resilience but stressed there is still a lot of work to go through and is not final.

Councillor Collett commented resilience is not to solve the problem but finding a way of living with it, so he is not keen on it as eventual outcome. Councillor Dorn agreed and commented the other issue with this is the need for active participation to put them into place, and other interesting options are available. Neil clarified they would be looking at passive measures and not intervention type measure where product installation required. Also, that is the leading option at this time and does not mean an alternative or combination of options would be the eventual outcome.

- **ACTION:** AJ/NL: Date for meeting to be arranged for December 2022.

54) **EA (NL)** - This will form part of the agenda update.

55) **Webbs Corner** - SH will update in Item 5.3b of the agenda.

3. Impact of Storms since last meeting

Councillor Collett commented the last two or three recent storms tested every system, and in last storm he had seven or eight different locations all with genuine flooding problems. Three were highways issues and James Holt (JH) had been out with him and looked at those. This had been an opportunity to test things previously put right and there was a case in Foxley Close that TW dealt with, and while the road still flooded it went away quicker.

SH gave a general update that across Hampshire less reports were received than previous years, and none that triggered a Section 19 investigation. In terms of rainfall in the last month, September was an average month and ground water levels are still below average but are now showing some response to the recent rainfall.

Councillor Forster commented he has seen more proactive action on things like jetting drains than in previous years. That may be partially to thank for the reduction in reported incidents and thanks should be passed on. JH confirmed this year things had been done different with a jetting machine available all year so can respond quicker. He could not confirm the same could be offered for the next financial year, but for the rest of the current one, it would be available in north part of county so can respond quickly. The meeting noted the very positive effect of the availability of the jetting machine.

4. Flood Warning Area Update from Environment Agency

Tanya Jorgii (TJ) of the Flood Resilience Team update the meeting on new flood warning system launched this year for Fleet Brook and Pinegrove Stream.

- **ACTION:** AJ will share the presentation.

Councillor T Davies asked if there are any other rivers, they do this in, in particular the area of the Whitewater where crossed? TJ confirmed the whole of Fleet geographical area is covered by flood alert, and they are looking to roll this out in Crondall. AJ confirmed we have this in seven areas at present, including River Hart, Whitewater, and Blackwater. A map is available on Gov.uk or TJ can provide if requested. Councillor T Davies advised he owns the fishing rights to Lodge Farm and has an interest.

Councillor Axam asked if this is 24 hours. TJ confirmed it is.

Councillor Glen raised issues around Lodge Farm. This has been added to Section 8 (Any Other Business).

Councillor Dorn asked TJ if her presentation can be published. TJ requested it remain in the group and any questions can be directed to her. TJ has other material better suited for social media and websites, which she would share.

- **ACTION:** TJ to provide website and social media specific information.

Councillor Dorn asked if the measuring device just looks at river levels or also velocity?

- **ACTION:** TJ believes just levels but will speak to the relevant team and feed back.

Councilor Dorn commented the warning system provides text and phone calls and as people set these to “do not disturb” but had not put in exceptions for such warning systems, so could this be mentioned in future literature and communication materials produced.

5. Status Updates

5.1 Environment Agency (NL)

River modelling – currently looking to model River Blackwater from Aldershot to Swallowfield and all tributaries. The program delivery is Summer 2024 to finalise the modelling. The scoping phase is complete and is now into Phase 2 which is the survey stage. This new modelling will include some watercourses that had not been previously modelled. On back of this an updated flood maps for planning purposes will be available which will feed into projects and provide an improved picture of flood risk through catchments.

Councillor Collett advised some years ago Blackwater Valley Countryside Project mapped the river, and this may help with the survey work

- **ACTION:** NL will contact Steve Bailey at the Countryside Project.

Projects – a whole suite of projects and areas at risk of flooding in HDC are being looked at. Originally wanted to add Frogmore area, but there are currently three watercourses. One is Bailey Stream which has detailed flooding modelling and two rivers are not modelled. It is felt if progressed to Frogmore, in order to

understand and advance flood modelling would be required so it makes sense to wait as work is already being done as part of the Blackwater catchment.

Griffing Stream in Hook, Mill Lane (North Wanborough), Crondall and Yateley are all being looked at and all projects undertaking initial assessments at the moment. As part of this work, there was also the opportunity to include Eversley & Lower Common and Zebon Copse within the contract to carry out initial assessment work. While these two are surface water and HDC have the governance over them both, it is more efficient to group the six projects together at this stage. Jacobs are carrying out the assessment work and the EA have a project manager. Feedback of the outcomes will be available towards the end of the financial year.

Councillor Axam asked where he can raise an issue at The Verne in Crookham East. NL confirmed this would be covered by Fleet area being looked at and the meeting in December could help directly with this.

Flood Risk Management Plan update – strategic plans, Yateley identified as significant area to be looked at. Initial consultation done and actual flood risk management plan to be published imminently.

- **ACTION:** NL to share the link to the Management Plans

5.2 HDC projects (AJ)

Eversley and Zebon Copse, form part of the six projects the EA has grouped together for a quicker and more efficient approach. These two are based around surface water and managed by HDC, but initially grouped with the EA.

Mill Corner, North Wanborough - legal work with landowners where natural flood management proposed is still ongoing. Projects by the EA may provide other possibilities for action in this area.

Hawley Hill – TW rejected our second application for funding from the Surface Water Management Program. We did not have the evidence base required to prove the effectiveness of the proposals. Currently, HDC are unable to progress the Hawley Hill balancing ponds but will continue to work with TW in the area.

Councillor Collett asked what we were bidding on money for the balancing ponds. AJ confirmed it was to take TW network off at the small roundabout into the balancing pond and hold it in the area and slowly discharge it. The evidence behind the benefit it would create was not there and we cannot do the modeling work inhouse to prove this. Councillor Collett commented since the Hawley Hill Estate was built in the 1980's that is the period that Kingsway houses have been flooded.

Phoenix Green and Kingsway Flood Alleviation Schemes - Legal agreements are now signed off and can be put out to our residents. We are waiting for the project

management aspects to be finalised before we send communication to residents. The projects will aim to be delivered concurrently.

Kingsway Flood issues – Apologies that the meeting with Blackwater Valley has not been set up yet. AJ has had a meeting with the EA and TW about the flooding issues and the concerns around any future works. The size of the work required within the River Blackwater could make it unfeasible. How this would be funded and who would carry it out is still to be discussed.

AJ confirmed it is apparent River Blackwater is too high, but it is unclear as to the reason behind this. There are not apparent blockages in the river. Discussion have been had regarding options, but all are costly and may not stack up economically. Any queries regarding TW future funding opportunities and requirements should currently be made to Eva Linnell via email at eva.linnell@thameswater.co.uk.

Councillor Collett asked if we have definitive topographical levels as to the contours of the river level versus the contours of the base of the houses being flooded. Alex does not, but it is apparent the main outlets for the sewer network are the same level as the river level. In summer there is capacity within the river. The ongoing discussions will be around the river levels, flow data models, potential benefits and the economic constraints.

Phil Sheppard (PS) advised this is a multi-factored, complex problem with many inputs. The EA spent £5M on dredging in 2019/20 which is a considerable amount in itself. PS was disappointed that Hawley Hill was not funded despite the work put into the bid. Flooding appears to have only been happening only since development was completed. HCC does run the Hampshire Strategic Flood and Management Group which he sits on, and for purpose of action, as HDC, EA etc. cannot look at it alone that is the forum for this. PS stressed this will be a long-term project and not quick turnaround.

- **ACTION:** PS to raise this as a multi-agency, multi-factored action

Councillor Collet clarified the resilience project will be tied in with Phoenix Green which AJ confirmed.

5.3 HCC projects (SH)

[a] Highway Authority - Update on Webbs Corner is Phases 1 & 3 have now been completed and is currently in the defects period. A final phase to improve highway drainage in The Street is subject to funding availability so is to be handed over to Highways to complete. JH has contacted lead officer, John Diamond, to see what mechanism of funding they will be looking at.

[b] Flood and Water Management Team - SH highlighted the project side EA and HDC have projects of own and we support them with that. HCC have the Catchment Management Plans which are the next step in strategic documents following the published Local Flood and Water Management Strategy. Public consultation on the draft plans closed on the 21st of July 2022. The approach and policies were well received and received comments from 79 responders. The policies contained within the Catchment Management Plan had a high overall level of agreement ranging from 79%-97%. HCC are currently going through the comments and revising the Catchment Management Plans.

- **ACTION:** SH to provide a link to the Catchment Management Plans. Link has been provided below and the plan relevant to Hart is 'Loddon East': <https://www.hants.gov.uk/landplanningandenvironment/environment/flooding/strategies/catchment-management-plans>

Councillor T Davies asked what is happening about the flooding beneath the M3 bridge Phoenix Green and Odiham, and the flooding near to the garden centre. JH advised these are more historic maintenance issues and gullies will be changed this financial year. Other areas will be investigated.

5.4 HCC Local Flood and Water Management Strategy

Enforcement note (relating to Action 45) – the briefing note provides data on the flooding investigations since 2015. HDC only have a duty to investigate 'significant' (as defined) issues. Briefing note has information from the website, and talks about classification and actions, and different enforcements options available.

Councillor Dorn requested clarification of problems someone might have – is direct impact or risk considered? SH confirmed consider risk to some level. Councillor Dorn also asked if no challenge within 6 months of building being completed no chance of enforcement. Has that changed? SH felt that could be the EA. If it is before they have taken powers would be in a harder position to challenge. Again, it is on the basis of risk.

Councillor Collett asked if garages, particularly if there is an internal door, are included in categories 2.4 for internal flooding. SH advised no, but potentially yes if at risk of going into the house under the floor flooding.

Once report is completed does it include proposed action? The online system would provide a summary and detail the causes. If there is any that require action, the online reporting system would show this.

5.5 TW projects (CM)

[a] Surface Water Management Plans –Hawley Hill balancing pond is the only outstanding issue.

[b] Drainage and Waste Management Plans – Councillor Dorn advised lining of the last of the lower lying sewer lines in Crondall recently completed. A wet winter was awaited to show how successful this had been.

London Road (RG27) – solutions are being worked on. Current solutions all risk increasing flooding elsewhere. Still being investigated to find the right solution.

6. Parish Flood Forum: Update (HDC)

AJ advised only two responses received earlier in year so two separate meetings held with Dogmersfield and Hook. There has not been much of a response for a couple of meetings now, so consultation carried out. Many confirmed they are happy with format, but no new flooding issues to raise. These are being held after dry periods and this may have impacted. The next one will be held in December, but AJ will go out to them first to see if they have any major issues.

7. Forward Water Situation (EA & TW)

NL updated groundwater indicator levels are normal or below at this time and soil moisture deficit is good so is some give if needed.

8. Any Other Business

NL asked when talking to the community about flooding please remind them to report incidents as does help shape projects for evidence based.

Councillor Glen advised of a big issue at Lodge Farm that has been raised by National Highways. Councillor Glen would like our flood experts to look at this prior to an application for five warehouses being made in Spring. NL confirmed he was not aware of this application. Councillor Glen confirmed it is a pre application and full application is expected in Spring 2023. AJ advised that due to the size of the application, it will be sent to the relevant teams within the EA, HCC and HDC for comment relating to flooding. Councillor Glen advised Patrick Blake at National Highways is the contact. Councillor Glen has passed information regarding the floodplain to AJ and copied in the main HCC officer and requested AJ start talking to HCC and Patrick Blake to start building a set of opinions and thoughts before Spring. It will affect everyone, not from a flooding point of view but from a traffic perspective. PS advised HCC is the Lead Local Flooding Authority for Hart. The EA, HCC and HDC have already provided comments on the Environmental Impact Assessment application received earlier this year and will provide comment on the pre-application. Mark Jaggard, Executive Director of Place is very much aware of the application, as is the case officer. Comments of concern have gone back to the developer. It is for HCC to

comment mainly on this application, and not AJ. Councillor Glen asked for this be brought up about the background for the floodplain at the next meeting in March. PS advised this meeting is not the appropriate forum for this as it is turning into a pre-planning issue, but Councillor Glen can speak to Mark Jaggard and Steph Baker at HDC.

- **ACTION:** An update on the Lodge Farm application will be provided at the next meeting.

It was requested the meetings are held as an in-person meetings in future. Other members expressed a preference for Teams meeting.

- **ACTION:** Councillor Dorn and AJ will discuss the options further.

9. Date of Next Meeting

Next meeting will be on Monday 20 March 2023 at 2pm.

Meeting ended 16:08pm

OVERVIEW & SCRUTINY

DATE OF MEETING: 8 NOVEMBER 2022

TITLE OF REPORT: FLEET POND GREEN CORRIDOR AND MITIGATION WORKS UPDATE

Report of: Executive Director - Community

Cabinet Portfolio: Environment

Key Decision: Yes

Confidentiality: Non Exempt

PURPOSE OF REPORT

1. To update Committee on expenditure and work completed to date on delivery of the Fleet Pond Green Corridor and Fleet Pond Mitigation Works for the Hartland Park Development.
2. To obtain approval for additions/amendment to the programme budget.

RECOMMENDATION

That Overview and Scrutiny committee consider and comment on the following recommendations prior to their submission to Cabinet for approval.

That Cabinet notes the programme structure chart and budget allocations at Appendix A and approves the following amendments/additions to the programme budget:

- Inclusion of a £65k budget and release of earmarked reserves to deliver the Green Grid Ancillary Works.
- Increase of budget allocation from £150k- £255k and release of earmarked reserves to deliver A3013 Cove Road Crossing.
- Inclusion of a £178k budget and release of earmarked reserves to provide professional and marketing fees for the Fleet Pond Mitigation works.
- Inclusion of a £10k budget and release of earmarked reserves for Green Grid/digital and Interpretation.
- Inclusion of a £125k budget and release of earmarked reserves to deliver the Fleet Pond Mitigation Works Strategy.
- Earmarking of a £843k budget to fund implementation of the Fleet Pond Mitigation Works Strategy once this has been approved and funds become available.

BACKGROUND

3. In August 2019 Cabinet approved acceptance of a £1.4m grant from the Enterprise M3 LEP towards the delivery of the Fleet Pond Green Corridor project.
4. In January 2020 Cabinet approved funding to commission the detailed design and supervision of the Fleet Pond Green Grid Corridor (FPGC) Project, procure consultants to undertake a feasibility study to develop a 2030 Fleet Pond Vision and make recommendations on suitable mitigations for the Hartland Park Village and the FPGC, and to release funding to employ staff to work on the project.
5. In January 2021 Cabinet approved the release of funding to deliver the FPGC.

6. Works associated with delivery of the first stage of the FPGC between Fleet Railway Station and the Hartland Park Development were completed in July 2022. In addition, the feasibility study for the Hartland Park Mitigation works at Fleet Pond has also now been completed. As a consequence, officers are now in position to be able to provide members with an update on expenditure incurred to date and an updated forecast of the future expenditure required to complete both the FPGC and mitigation works.

MAIN ISSUES

7. The FPGC works completed to date include the upgrading and widening of the existing footpath/cycle path from the railway station through the Fleet Pond site towards the Hartland Park Development as well as the upgrading and improvement of the existing car park and access road to Fleet Pond. These works, which were completed under budget and within programme, represent the first phase of the FPGC link between the railway station and the Hartland Park Development. Hart is working in partnership with both Hampshire County Council (HCC) and Berkeley St Edward (BSE) on delivery of the future phases which include:
 - Improvements to Old Cove Road between Fleet Pond and Bramshot Lane (Funding identified in programme budget, HCC are currently undertaking design elements for this phase).
 - Provision of a cycle/pedestrian crossing of Bramshot Lane (to be constructed by BSE using sections 106 funds secured by HCC).
 - Links within the Hartland Park Development from its junction with Bramshot Lane (to be funded and constructed by BSE).
8. The Feasibility Study for the Mitigation Works which was also completed under budget and within programme, identified a set of priorities and opportunities for the environmental improvement of Fleet Pond.
9. This report seeks approval for the following amendments/additions to the programme budget:

Inclusion of a £65k budget for Green Grid Ancillary Works

This budget is required to fund improvements to Old Cove Road between the Fleet Pond access Road and Bramshot Lane. This work includes the provision of two cattle grid cycle bypasses and fencing and surfacing improvements.

Increase of budget allocation for A3013 Cove Road Crossing from £150k - £255k

Whilst not part of the link to the Hartland Park development, the provision of this crossing was identified in the works to be funded from the LEP grant and its provision will provide improved cycle/pedestrian access between Fleet Station and Bramshot Farm Country Park, and onwards. The estimated cost identified in the grant application was £150k. The estimate for the crossing has now increased to £255k and is being further considered as part of the preliminary design for the crossing, which it is scheduled to be completed by end of December 2022. The works are planned to be implemented in the 2023/24 financial year.

Inclusion of a £178k budget for professional marketing fees for the Fleet Pond Mitigation works.

This will fund project management for the development of visitor engagement and management of the mitigation works, including the production of the digital and commercial strategies for the project.

Inclusion of a £10k budget for maintenance of Green Grid/digital and Interpretation materials.

This will fund interpretative and digital material such as licence for an app or signage upgrade over the expected 10-year programme.

Inclusion of a £125k budget and release of funds to deliver the Fleet Pond Mitigation Works Strategy.

The costed strategy will be commissioned in 2023/24.

Earmarking of a £843k budget to fund implementation of the Fleet Pond Mitigation Works Strategy once this has been approved.

This provides an outline budget which will fund the primary mitigation works, the final cost of which will be subject to development of a costed strategy which will be brought back to Cabinet for approval.

CORPORATE GOVERNANCE CONSIDERATIONS

Relevance to the Corporate Plan and/or The Hart Vision 2040

10. Delivery of the FPGC and Hartland Park Mitigation Works will contribute towards the delivery of the following aspirations identified in The Hart Vision 2040 and Corporate Plan 2017-2022:
- Ensures work, education, health and other facilities are easily reachable through effective walking, cycling or road and rail transport links.
 - Creation of green corridors between all settlements to encourage sustainable healthy transport and provide cycles for hire to enable movement.
 - Reducing the impact of climate change by building in sustainability to any new developments, encouraging re-wilding and using new technologies to mitigate the impact of climate change.
 - Providing accessible green spaces, countryside, leisure and cultural facilities and opportunities including managing six existing and new Country Parks at Hawley Meadows, Edenbrook, Bramshot Farm, Watery Lane, North East Hook, and at Hawley Park Farm.
 - Introducing schemes to deliver biodiversity mitigation resulting from new development (such as a biodiversity off setting scheme).
 - Positively managing our Sites of Special Scientific Interest (Fleet Pond, Hazeley Heath and Odiham).
 - Supporting the transition to a low carbon future, making efficient use of resources, increasing levels of recycling, encouraging an increase in journeys made by cycling, walking and public transport, and encouraging the use of renewable resources.

Service Plan

- Is the proposal identified in the Service Plan? Yes
- Is the proposal being funded from current budgets? Yes
- Have staffing resources already been identified and set aside for this proposal?
Yes

Legal and Constitutional Issues

11. The report raises no particular legal or constitutional issues.

Financial and Resource Implications

12. The works identified in this report are being funded through a combination of:

Source of funding	Level of funding
Ring fenced District Council held section 106 contributions (subject to the approval of this reports recommendations).	£172.5k
Ring fenced Hartland Park section 106 contributions. (the use of this funding has previously been approved).	£2m (£1m received to date. The remaining funding will be received as further phases of the development proceed but in the meantime forward funding is available for surplus S106 funds held by the Council.
EM3 LEP Grant (the use of this funding has previously been approved).	£1.4m
Ring fenced District Council held section 106 contributions (the use of this funding has previously been approved).	£186k
Ring fenced County Council held section 106 contributions.	£40k
Natural England Grant Funding	£126k
Personal 3 rd party grant.	£5k (funding yet received)

13. Whilst this report seeks approval for the earmarking of reserves for the entire programme budget, individual projects within the programme will not be committed until the necessary funding for the project has been secured.

Risk Management

14. Risk assessments for individual projects within the FPGC and Hartland Park Mitigation works programme have been completed and are reviewed on a regular basis, copies of which can be made available on request. The most significant risk identified is containment of expenditure within approved budgets. This risk has been mitigated through the inclusion of contingency sums within the budget, close monitoring of expenditure, and the provision of update reports, as necessary, to the council's Project Board and Cabinet.

EQUALITIES

15. No equality implications associated with implementation of this reports proposed recommendations have been identified. Equality impact assessments will be carried out for individual projects within this programme as required.

CLIMATE CHANGE IMPLICATIONS

16. Delivery of the FPGC will promote increased use of cycling and walking and the Hartland Park Mitigation works will contribute towards the offsetting against the impacts of climate change.

ACTION

17. Subject to this reports recommendations being approved individual projects within the FPGC and Hartland Park Mitigation works programme will be progressed, with further update reports being brought to Cabinet as required.

Contact Details: Adam Green – Countryside Manger / email:
adam.green@hart.gov.uk

Appendices

Appendix A – Summary of Green Corridor and Mitigation Works programme expenditure

Background Papers:

- Feasibility study to develop a 2030 Fleet Pond Vision and suitable mitigations for the Hartland Park Village and the FPGC.
- Green Corridor and Mitigation Works programme budget monitoring spreadsheet

CABINET

KEY DECISIONS / WORK PROGRAMME AND EXECUTIVE DECISIONS MADE

1 November 2022

Cabinet is required to publish its Key Decisions and forward work programme to inform the public of issues on which it intends to make policy or decisions. The Overview and Scrutiny Committee also notes the Programme, which is subject to regular revision.

Report Title	Outline/Reason for Report/Comments	Due Date	Original Due Date	Key Decision Y? (Note 1)	Cabinet Member (Note 2)	Service (Note 3)	*This item may contain Exempt information
Odiham and North Warnborough Conservation Area Appraisal	to endorse the CA appraisal for planning/development management purposes	3 Nov 2022		No		P	
Shapley Heath Audit Review	To receive an update from the S151 Officer with regard to the proposed action plan, and to receive facilitated feedback on lessons learnt on Project Management	3 Nov 2022		No		JCX	
Lease of Edenbrook Flats	To confirm the lease arrangements to transfer the Edenbrook Apartments to Butterwood Homes	3 Nov 2022		No		CS	
Grant Funding for Biodiversity and Carbon Off-Setting Strategy	To seek Cabinet's approval to expend £110k (£100k Grant and £10k from earmarked reserves) towards the delivery of Phase 2 of the approved Biodiversity and Carbon Off-Setting Project	3 Nov 2022		No		H	
Lease of Hatton's Pond to Hartley Wintney Parish Council	Cabinet to approve to lease Hatton's Pond to Hartley Wintney Parish Council with a £50,000 S106 contribution towards its restoration	3 Nov 2022		No		TS	

Page 100

Agenda Item 12

Report Title	Outline/Reason for Report/Comments	Due Date	Original Due Date	Key Decision Y? (Note 1)	Cabinet Member (Note 2)	Service (Note 3)	*This item may contain Exempt information
Potential for a Shared Chief Executive with Rushmoor Borough Council	Consideration of a business case for a Shared Chief Executive between Hart District Council and Rushmoor Borough Council	1 Dec 2022		No		CS	
Revised Medium Term Financial Strategy and Emerging 2023/24 Budget	Post consideration by Overview and Scrutiny	1 Dec 2022		No		F	
Fleet Pond Green Corridor and Hartland Park Mitigation Works Update	To update Cabinet on budget expenditure and works completed to date, and to seek approval for future works.	1 Dec 2022		No		H	
Odiham Common Management Plan	To receive recommendations on best practices for stakeholder engagement in the monitoring of the Plan	1 Dec 2022		No		H	
The Swan Inn, North Warnborough	To provide Cabinet with an update and recommended next steps following receipt of commercial valuation	1 Dec 2022		No		CS	
Litter Enforcement	To request Cabinet to set aside a budget to cover the cost of litter enforcement across the Council	1 Dec 2022		No		TS	
Civic Regen Project	To provide Cabinet with a project update including receiving the minutes of the recent Civic Regen Working Group and agree any actions therefrom	1 Dec 2022		No		P	

Report Title	Outline/Reason for Report/Comments	Due Date	Original Due Date	Key Decision Y? (Note 1)	Cabinet Member (Note 2)	Service (Note 3)	*This item may contain Exempt information
Q2 Review and Capital Outturn to September 2022	Post consideration by Overview and Scrutiny	5 Jan 2023		No		F	
Review of Finance Regs and Contract Standing Orders	Post consideration by Overview & Scrutiny	5 Jan 2023		No		F	
Annual Sites of Alternative Natural Green Space (SANGS) Review	To look at overall capacity and demand for SANGS. Cabinet to also look at support for neighbouring Councils and long term support	5 Jan 2023		No		P	
DCM Strategy - Mid Year Review	Post consideration by Overview and Scrutiny	5 Jan 2023		No		F	
Forecast 2022/23 Capital and Revenue Outturn	Post consideration by the Overview & Scrutiny Committee, to consider the 2022/23 forecast Capital and Revenue Outturn	5 Jan 2023		No		F	
Food Safety Report	to receive the latest food safety report and agree any actions required therefrom	5 Jan 2023		No		P	
Budget Report for 2023/24	Post consideration by Overview and Scrutiny	2 Feb 2023		No		F	
Draft Budget Book	Post consideration by Overview and Scrutiny	2 Feb 2023		No		F	
Fees and Charges for	Post consideration by Overview &	2 Feb		No		F	

Report Title	Outline/Reason for Report/Comments	Due Date	Original Due Date	Key Decision Y? (Note 1)	Cabinet Member (Note 2)	Service (Note 3)	*This item may contain Exempt information
2023/24	Scrutiny	2023					
Draft Treasury Management Strategy Statement	Post consideration by Overview and Scrutiny	2 Feb 2023		No		F	
Q3 Capital & Revenue Outturn to December 2022	Post consideration by Overview and Scrutiny	2 Feb 2023		No		F	
Climate Change Action Plan	Cabinet to receive the proposed Action Plan to facilitate Hart's Carbon Pathway for endorsement	2 Feb 2023		No		CS	
Corporate Plan	To receive feedback from stakeholders, and approve the Corporate Plan	2 Feb 2023		No		CS	
Forecast 2022/23 Capital and Revenue Outturn	Post consideration by Overview and Scrutiny	2 Mar 2023		No		F	
Bad Debt Write Offs	Post consideration by Overview and Scrutiny	2 Mar 2023		No		F	
Draft Service Plans 2023/24	To consider the draft service plan for 2023/24	2 Mar 2023		No		F	

Page 103

Note 1

A “key decision” means an executive decision which, is likely to –

Report Title	Outline/Reason for Report/Comments	Due Date	Original Due Date	Key Decision Y? (Note 1)	Cabinet Member (Note 2)	Service (Note 3)	*This item may contain Exempt information
--------------	------------------------------------	----------	-------------------	--------------------------	-------------------------	------------------	---

- a) result in Council incurring expenditure or the making of savings which amount to £30,000 or 25% (whichever is the larger) of the budget for the service or function to which the decision relates; or
- b) be significant in terms of its effects on communities living or working in an area comprising two or more wards within the area of the district of Hart.

Note 2

Cabinet Members

DN Leader	TCI Digital	RQ Commercialisation (Cn) and Corporate Services	SB Community (Cy)
TCO Regulatory	AO Environment	JR Finance	GC Place

Note 3

Service:

CX Chief Executive	CS Corporate Services	PL Place Services
CSF Community Safety	PP Planning Policy	
F Finance	COM Community Services	
SLS Shared Legal Services	MO Monitoring Officer	

Note 4

*This item may contain Exempt Information – Regulation 5 of the Local Authority (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012

CABINET

KEY DECISIONS / WORK PROGRAMME AND EXECUTIVE DECISIONS MADE

December 2022

Cabinet is required to publish its Key Decisions and forward work programme to inform the public of issues on which it intends to make policy or decisions. The Overview and Scrutiny Committee also notes the Programme, which is subject to regular revision.

Report Title	Outline/Reason for Report/Comments	Due Date	Original Due Date	Key Decision Y? (Note 1)	Cabinet Member (Note 2)	Service (Note 3)	*This item may contain Exempt information
Potential for a Shared Chief Executive with Rushmoor Borough Council	Consideration of a business case for a Shared Chief Executive between Hart District Council and Rushmoor Borough Council	1 Dec 2022		No		CS	
Revised Medium Term Financial Strategy and Emerging 2023/24 Budget	Post consideration by Overview and Scrutiny	1 Dec 2022		No		F	
Fleet Pond Green Corridor and Hartland Park Mitigation Works Update	To update Cabinet on budget expenditure and works completed to date, and to seek approval for future works.	1 Dec 2022		No		COM	
Odiham Common Management Plan	To receive recommendations on best practices for stakeholder engagement in the monitoring of the Plan	1 Dec 2022		No		COM	
The Swan Inn, North Warnborough	To provide Cabinet with an update and recommended next steps following receipt of commercial valuation	1 Dec 2022		No		CS	
Litter Enforcement	To request Cabinet to set aside a	1 Dec		No		COM	

Report Title	Outline/Reason for Report/Comments	Due Date	Original Due Date	Key Decision Y? (Note 1)	Cabinet Member (Note 2)	Service (Note 3)	*This item may contain Exempt information
	budget to cover the cost of litter enforcement across the Council	2022					
Civic Regen Project	To provide Cabinet with a project update including receiving the minutes of the recent Civic Regen Working Group and agree any actions therefrom	1 Dec 2022		No		PL	
Q2 Review and Capital Outturn to September 2022	Post consideration by Overview and Scrutiny	5 Jan 2023		No		F	
Review of Finance Regs and Contract Standing Orders	Post consideration by Overview & Scrutiny	5 Jan 2023		No		F	
Annual Sites of Alternative Natural Green Space (SANGS) Review	To look at overall capacity and demand for SANGS. Cabinet to also look at support for neighbouring Councils and long term support	5 Jan 2023		No		PL	
TM Strategy - Mid Year Review	Post consideration by Overview and Scrutiny	5 Jan 2023		No		F	
Forecast 2022/23 Capital and Revenue Outturn	Post consideration by the Overview & Scrutiny Committee, to consider the 2022/23 forecast Capital and Revenue Outturn	5 Jan 2023		No		F	
Budget Report for 2023/24	Post consideration by Overview and Scrutiny	2 Feb 2023		No		F	

Report Title	Outline/Reason for Report/Comments	Due Date	Original Due Date	Key Decision Y? (Note 1)	Cabinet Member (Note 2)	Service (Note 3)	*This item may contain Exempt information
Draft Budget Book	Post consideration by Overview and Scrutiny	2 Feb 2023		No		F	
Fees and Charges for 2023/24	Post consideration by Overview & Scrutiny	2 Feb 2023		No		F	
Draft Treasury Management Strategy Statement	Post consideration by Overview and Scrutiny	2 Feb 2023		No		F	
Q3 Capital & Revenue Outturn to December 2022	Post consideration by Overview and Scrutiny	2 Feb 2023		No		F	
Climate Change Action Plan	Cabinet to receive the proposed Action Plan to facilitate Hart's Carbon Pathway for endorsement	2 Feb 2023		No		CS	
Corporate Plan	To receive feedback from stakeholders, and approve the Corporate Plan	2 Feb 2023		No		CS	
Forecast 2022/23 Capital and Revenue Outturn	Post consideration by Overview and Scrutiny	2 Mar 2023		No		F	
Bad Debt Write Offs	Post consideration by Overview and Scrutiny	2 Mar 2023		No		F	
Draft Service Plans 2023/24	To consider the draft service plan for 2023/24	2 Mar 2023		No		F	

Report Title	Outline/Reason for Report/Comments	Due Date	Original Due Date	Key Decision Y? (Note 1)	Cabinet Member (Note 2)	Service (Note 3)	*This item may contain Exempt information
--------------	------------------------------------	----------	-------------------	--------------------------	-------------------------	------------------	---

Note 1
A “key decision” means an executive decision which, is likely to –
a) result in Council incurring expenditure or the making of savings which amount to £30,000 or 25% (whichever is the larger) of the budget for the service or function to which the decision relates; or
b) be significant in terms of its effects on communities living or working in an area comprising two or more wards within the area of the district of Hart.

Note 2

Cabinet Members

DN Leader TCI Digital RQ Commercialisation (Cn) and Corporate Services SB Community (Cy)
TCo Regulatory AO Environment JR Finance GC Place

Note 3

Service:

CX Chief Executive CS Corporate Services P Place Services
CS Community Safety PP Planning Policy
F Finance COM Community Services
SLS Shared Legal Services MO Monitoring Officer

Note 4

*This item may contain Exempt Information – Regulation 5 of the Local Authority (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012

Nov 2022

OVERVIEW AND SCRUTINY COMMITTEE WORK PROGRAMME

Issue and Description of Topic	Current Position Objective	Original Due Date	Revised Date	Resources Required	Contact	*This item may contain Exempt Information
Directorate Scrutiny Panel Reviews Page 10	Feedback from Members of the Service Panels for the three Directorates: Corporate, Community and Place.	Community & Place Oct 22 and Feb 23 Corporate Services, Feb 23	TBC	Report	Executive Directors	
Medium Term Financial Strategy	To consider the emerging budget for 2023/2024 and the draft MTFS	Sept 22 Feb 23	Nov 22	Presentation	Corporate Services	
Quarterly Complaints Analysis	To analyse and review the number and type of complaints received by the Council for the previous quarter.	Oct 22 Jan 23	Nov 22	Report	Corporate Services	
Multi Agency Flood Forum (MAFF)	Update from the bi-annual meeting of multi-agencies.	Oct 22 & Apr 23	Nov 22	Minutes only	Place	

Quarterly Budget Monitoring	Q2 - Quarterly update on budget position	Nov 22		Report	Finance	
Annual Sites of Alternative Natural Green Space (SANGS) Review	The Annual SANGS Review is carried out by Cabinet. It looks at overall capacity and demand. In terms of the Council administration of SANGS. Cabinet also looks at support for neighbouring Councils and long term financing.	Nov 22	Dec 22		Place	
Fleet Pond Green Corridor and Hartland Park Mitigation Works Update	To analyse budget expenditure and works completed to date prior to Cabinet	Nov 22		Report	Place	
Forecast 2022/23 Capital & Revenue Outturn	Q3 - Quarterly update on budget position	Dec 22	Feb 23	Report	Finance	
Review of Financial Regulations and Contract Standing Orders	Prior to consideration by Cabinet and adoption by Council, to review draft updates of Financial Regulations and Contracts Standing Orders.	Sept 22	Dec 22	Report	Corporate Services	
Treasury Management - Mid year review	To review the half-year review on Treasury management 2022/23 prior to consideration by Cabinet.	Dec 22		Report	Corporate Services	
Annual Planning Monitoring	To receive the draft annual report monitoring the implementation of policies	Dec 22			Place	

	in the Hart Local Plan (Strategy and Sites) 2032, adopted April 2020.					
Annual Planning Monitoring Report	To approve the annual Planning Monitoring Report before publication in January 2023	Dec 22		Report	Place	
Revenue & Capital Outturn to Sept 2022	To receive the Quarterly (Q2: July - September) update on the projected budget outturn.	Jan 23	Updated above		Finance	
Draft Budget	To make comments on the draft 2023/24 Revenue Budget, Capital programme, and Council Tax Proposal prior to consideration by Cabinet and recommendation to Council	Jan 23		Report ready for December Cabinet	Finance	
Fees & Charges 2023/24	To review the proposed 2023/24 Fees and Charges prior to consideration by Cabinet and recommendation to Council.	Jan 23		Report ready for December Cabinet	Finance	
Treasury Management Strategy and Annual Investment Strategy	To consider the draft Treasury Management Strategy and Annual Investment Strategy 2023/24 which incorporates the Annual Investment Strategy and Prudential and Treasury Indicators prior to consideration by Cabinet .	Jan 23		Report	Finance	

Quarterly Budget Monitoring	To receive the Quarterly (Q3: October - December) update on the projected budget outturn.	Feb 23			Finance	
Annual On-Street Parking Report	To review the annual report	Feb 23			Community Safety	
Review of Affordable Housing Efficiency Measures	To review the effectiveness of the policy agreed by Cabinet in March 2021.	Mar 23			Community Services	
Local Cycling and Walking Infrastructure Plans (LCWIP)	To look at the draft consultation report and consider the consultation process.	Mar 23			Place	
Capital and Revenue Outturn to Dec 2022		Mar 23		Report/Presentation	Finance	
Forecast 2022/23 Capital & revenue Outturn		Mar 23			Finance	
Off Street Parking	To invite the Portfolio Holder responsible for Car Parks to outline any plans that he may have to review off-street parking across the District.	Mar 23 TBC				
Chairman's Annual review of the work of the Overview and Scrutiny committee	Prior to consideration by Annual Council, the Chairman to report on the work over the past year of overview & Scrutiny Committee	Apr 23				

Return of Highways Agency to Hampshire County Council	To review the implications of the return of the Highways Agency to Hampshire County Council	Apr 23 TBC			Place Services	